WESTERN MICHIGAN UNIVERSITY

MAY, 2013

DegreeWorks

ADVISOR USER MANUAL

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DEGREE WORKS - AN INTRODUCTION

Degree Works is an academic advising and degree audit tool that helps Advisors and students track their degree progress in real-time.

Fully integrated with WMU's Undergraduate catalogs*, Degree Works gives students an up-to-date view of courses taken and courses needed to help them plan and complete their degree on time.

"What If..." scenarios, allow students to experiment with changing majors or degree plans.

Student Benefits:

- Provides real-time degree audit, history and information
- Allows for improved course and degree planning
- Provides planning scenarios if you change majors, concentrations or plans
- Improves Advisor communication for courses and requirements

Advisor Benefits:

- Real time delivery of student curriculum and coursework information
- Allows Advisors to initiate students searches by degree, school and /or major and provide immediate degree progress information
- Online environment reduces paper and manual checklist
- Improves student to Advisor communication
- Provides the student with immediate coursework information to aid in course registration

Features:

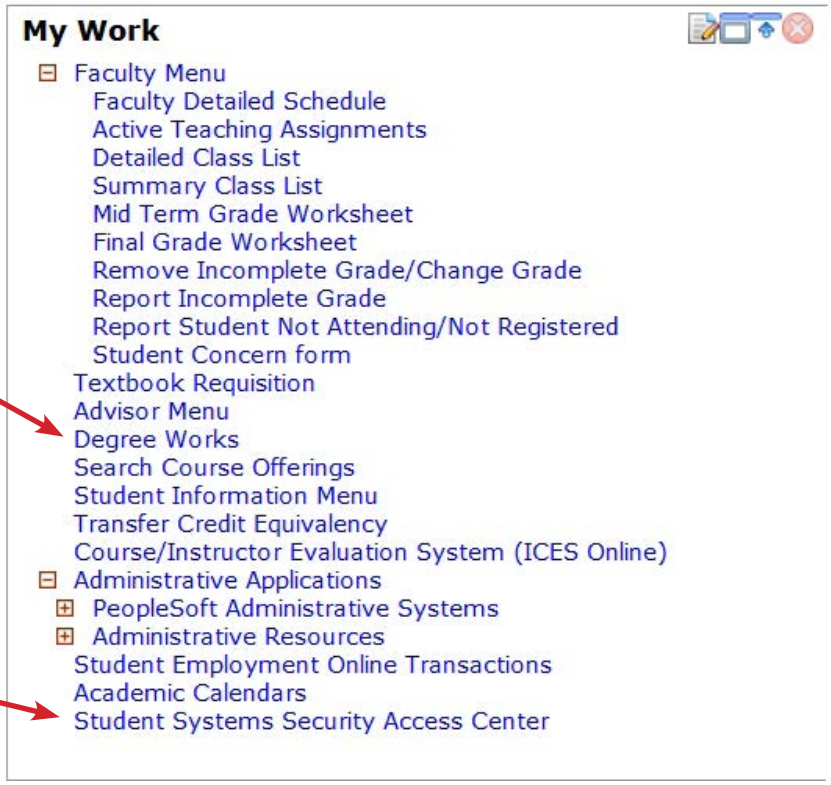
- "What - If" analysis - enables students decide if they want to change or add a major
- Advisor notes - enables Advisors to quickly and easily place notes for the student and the advise given
- Look ahead - dynamically shows how degree progress is affected by future planned courses
- GPA calculator - See how final grades may affect the overall GPA

* Undergraduate catalog year 2010 and later.

ACCESS DEGREE WORKS

Degree Works can be accessed by logging into GoWMU.

Then click the **Degree Works** link



If you require access to Degree Works, please complete the Degree Works fom found online by clicking the link **Student Systems Security Access Center** within GoWMU.

SEARCH FOR A STUDENT

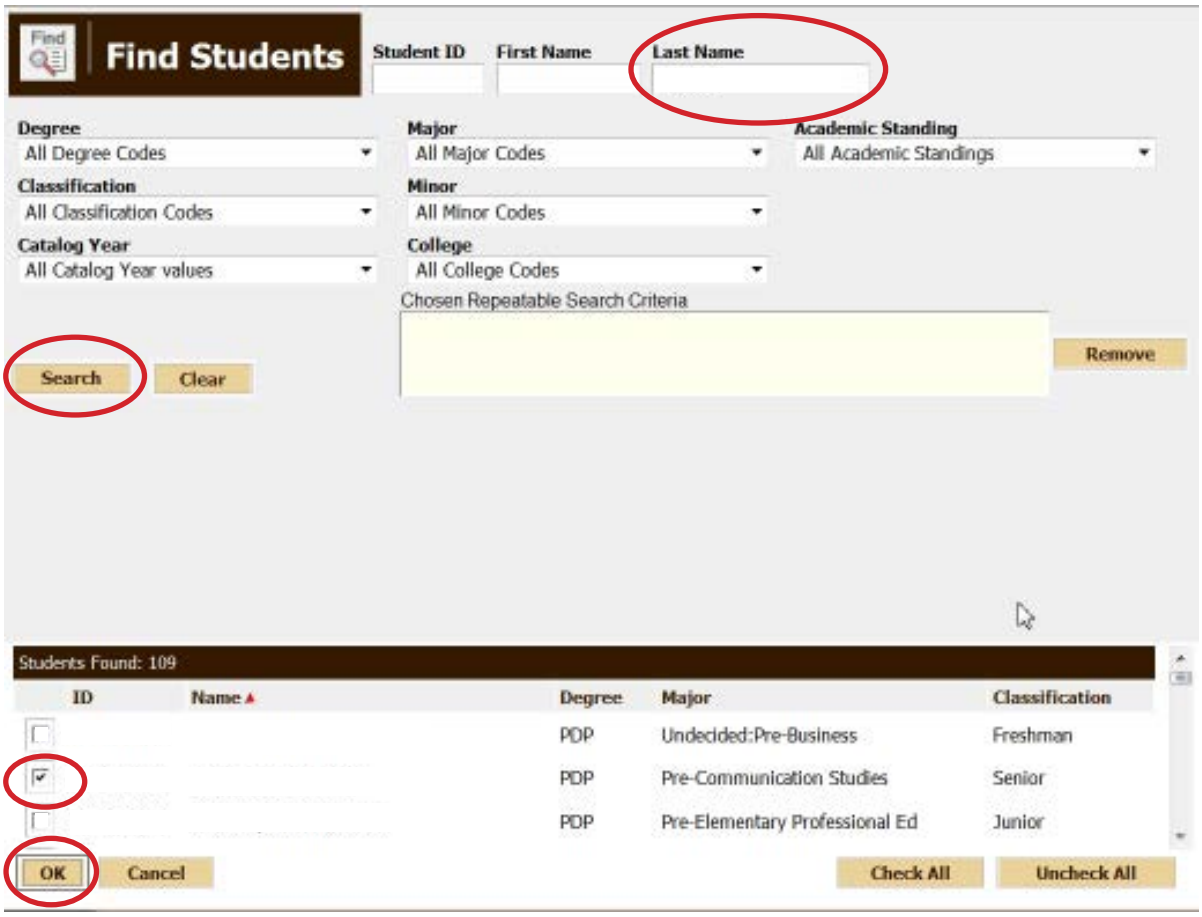
Click the find icon to search for a student

Enter the Name

Click Search

Select from results

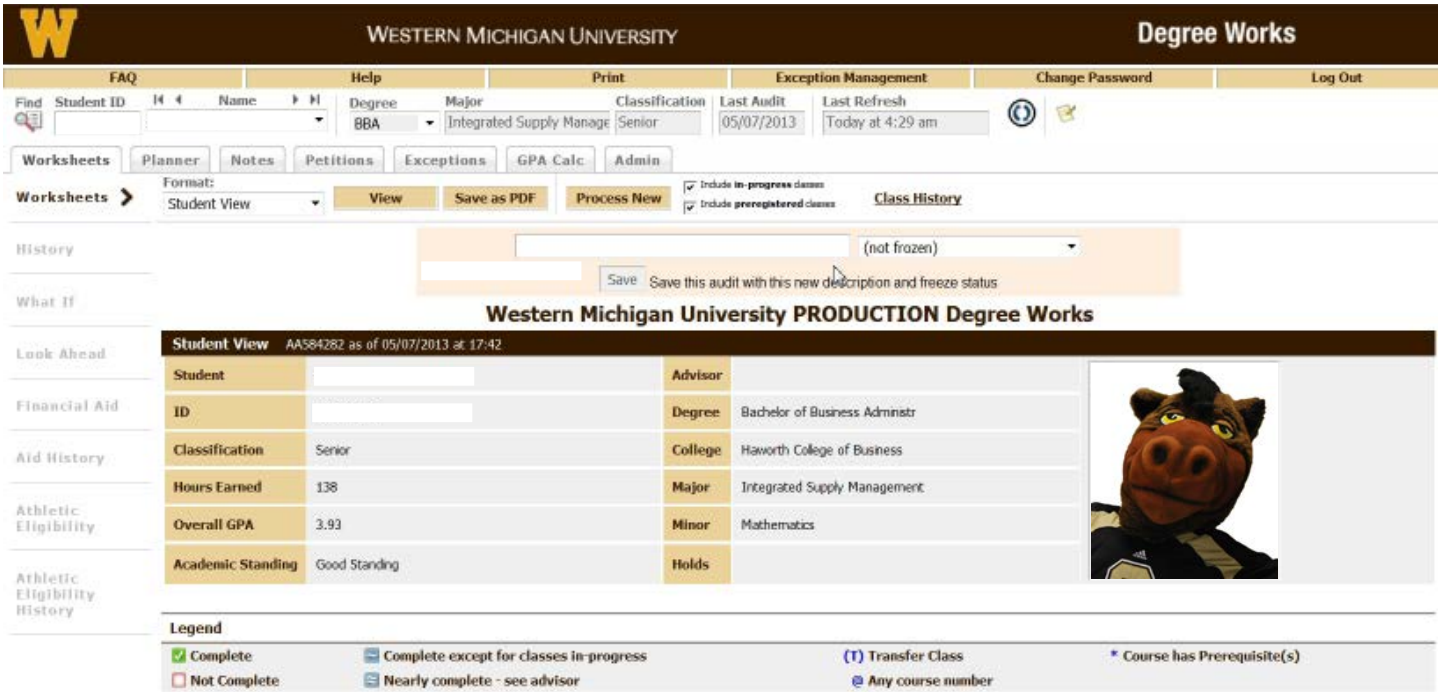
Then click OK



Use tabs to select functions: **Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc**.

EVALUATING PROGRESS

Scroll to Bachelor of Business Administration Degree to see overall progress to degree:



Bachelor of Business Administration Degree
Catalog Year: 2011-2012 Credits Required: 122
Unmet conditions for this set of requirements: A minimum of 60 credits from a 4-year institution is required. You have taken 59.
You meet the minimum GPA requirement.
Pre-Business Administration Core Classes
Stl Needed: See Pre-Business Administration Core Requirements section
Business Administration Core Classes
Major Requirements
Stl Needed: See Degree:Major Requirements-See Below section
Non-Business Electives
General Business minor awarded with completion of BBA
General Education Requirements
Application to Graduate (Graduation Audit) Not Submitted
Stl Needed: You should apply to graduate (Graduation Audit) through your college advisor when reach 88 credits.

Detailed requirements follow the summary - see next page.

Use Processs New frequently to ensure you are working updated data.

EVALUATING PROGRESS ~ CONTINUED

Detailed Requirements:

- A green check mark indicates that requirement has been met.
- A red box indicates that requirement is still needed.

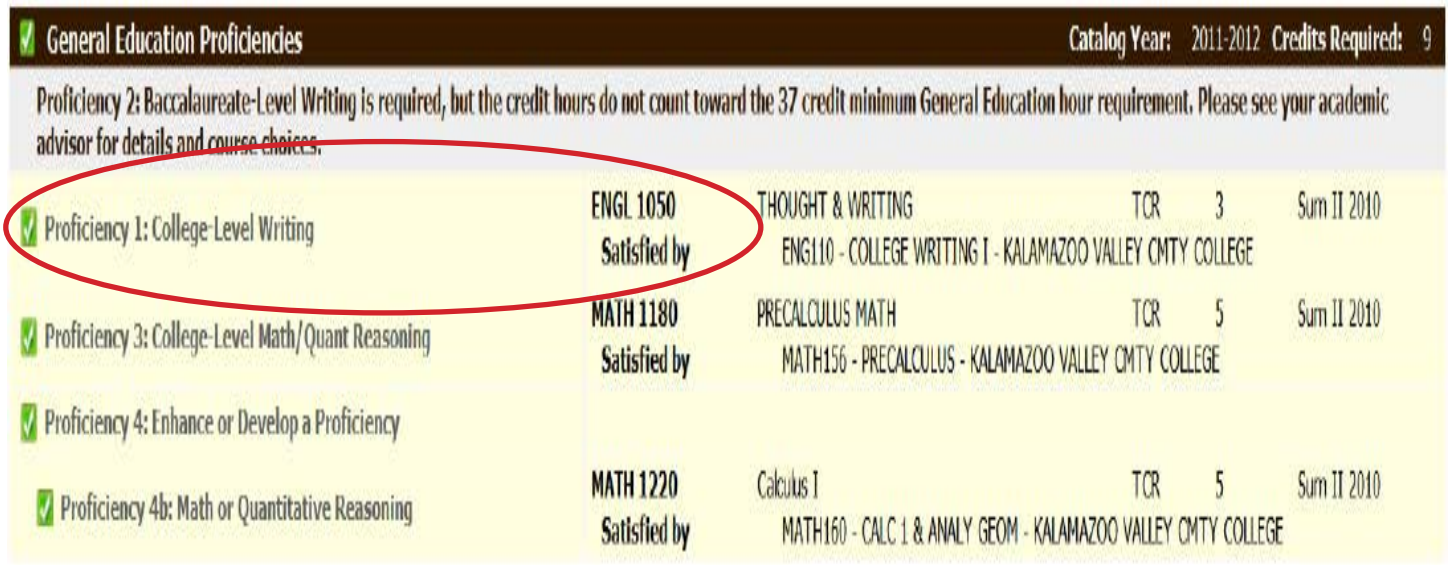
Pre-Business Administration Core Requirements						Catalog Year: 2011-2012 Credits Required: 28
Unmet conditions for this set of requirements: 28-35 credits are required. You currently have 25.						
A minimum grade of C is required in each Pre-Business Administration (PBA) course.						
☑ Behavioral Science: One Class Required	**ECON 1070**	ECONOMIC ISSUES IN U.S. TODAY	TCR	3	Sum I 2012	
	Satisfied by	ECO110 - ECO/CONTEMP SOCIAL ISSUES - KALAMAZOO VALLEY CMTY COLLEGE				
☑ Principles of Accounting I	**ACTY 2100**	Prin Of Accounting I	TCR	4	Sum I 2012	
	Satisfied by	ACC101 - PRIN OF ACCOUNTING 1 - KALAMAZOO VALLEY CMTY COLLEGE				
☑ Principles of Accounting II	**ACTY 2110**	PRIN OF ACCOUNTING II	TCR	4	Sum I 2012	
	Satisfied by	ACC102 - PRIN OF ACCOUNTING 2 - KALAMAZOO VALLEY CMTY COLLEGE				
☐ **Informational Writing**	Stl Needed:	**1** Class in **BCM** 1420				
☑ Business Enterprise	**BUS 1750**	Business Enterprise	A	3	Spring 2012	
☐ **Business Computing**	Stl Needed:	**1** Class in **CIS** 1020 or 1100				
☑ Principles of Microeconomics	**ECON 2010**	PRINCIPLES OF MICROECONOMICS	TCR	3	Fal 2011	
	Satisfied by	ECO202 - MICROECONOMICS - KALAMAZOO VALLEY CMTY COLLEGE				
☑ Principles of Macroeconomics	**ECON 2020**	Principles Of Macroeconomics	TCR	3	Sum II 2010	
	Satisfied by	EC251 - PRIN OF ECONOMICS 1 - GRAND RAPIDS CMTY COLLEGE				
☑ Finite, Precalculus, or Calculus	**MATH 1180**	PRECALCULUS MATH	TCR	5	Sum II 2010	
	Satisfied by	MATH156 - PRECALCULUS - KALAMAZOO VALLEY CMTY COLLEGE				
☐ **Business Statistics**	Stl Needed:	**1** Class in **STAT** 2160*				

MAKING A SUBSTITUTION

The Information Writing requirement (BCM 1420) has not been met.

Pre-Business Administration Core Requirements						Catalog Year: 2011-2012 Credits Required: 28
Unmet conditions for this set of requirements: 28-35 credits are required. You currently have 25.						
A minimum grade of C is required in each Pre-Business Administration (PBA) course.						
Behavioral Science: One Class Required	ECON 1070 Satisfied by	ECONOMIC ISSUES IN U.S. TODAY ECO110 - ECO/CONTEMP SOCIAL ISSUES - KALAMAZOO VALLEY CMTY COLLEGE	TCR	3	Sum I 2012	
Principles of Accounting I	ACTY 2100 Satisfied by	Prin Of Accounting I ACC101 - PRIN OF ACCOUNTING 1 - KALAMAZOO VALLEY CMTY COLLEGE	TCR	4	Sum I 2012	
Principles of Accounting II	ACTY 2110 Satisfied by	PRIN OF ACCOUNTING II ACC102 - PRIN OF ACCOUNTING 2 - KALAMAZOO VALLEY CMTY COLLEGE	TCR	4	Sum I 2012	
Informational Writing	Still Needed: 1 Class in BCM 1420					
Business Enterprise	BUS 1750	Business Enterprise	A	3	Spring 2012	
Business Computing	Still Needed: 1 Class in CIS 1020 or 1100					
Principles of Microeconomics	ECON 2010 Satisfied by	PRINCIPLES OF MICROECONOMICS ECO202 - MICROECONOMICS - KALAMAZOO VALLEY CMTY COLLEGE	TCR	3	Fall 2011	
Principles of Macroeconomics	ECON 2020 Satisfied by	Principles Of Macroeconomics EC251 - PRIN OF ECONOMICS 1 - GRAND RAPIDS CMTY COLLEGE	TCR	3	Sum II 2010	
Finite, Precalculus, or Calculus	MATH 1180 Satisfied by	PRECALCULUS MATH MATH156 - PRECALCULUS - KALAMAZOO VALLEY CMTY COLLEGE	TCR	5	Sum II 2010	
Business Statistics	Still Needed: 1 Class in STAT 2160*					

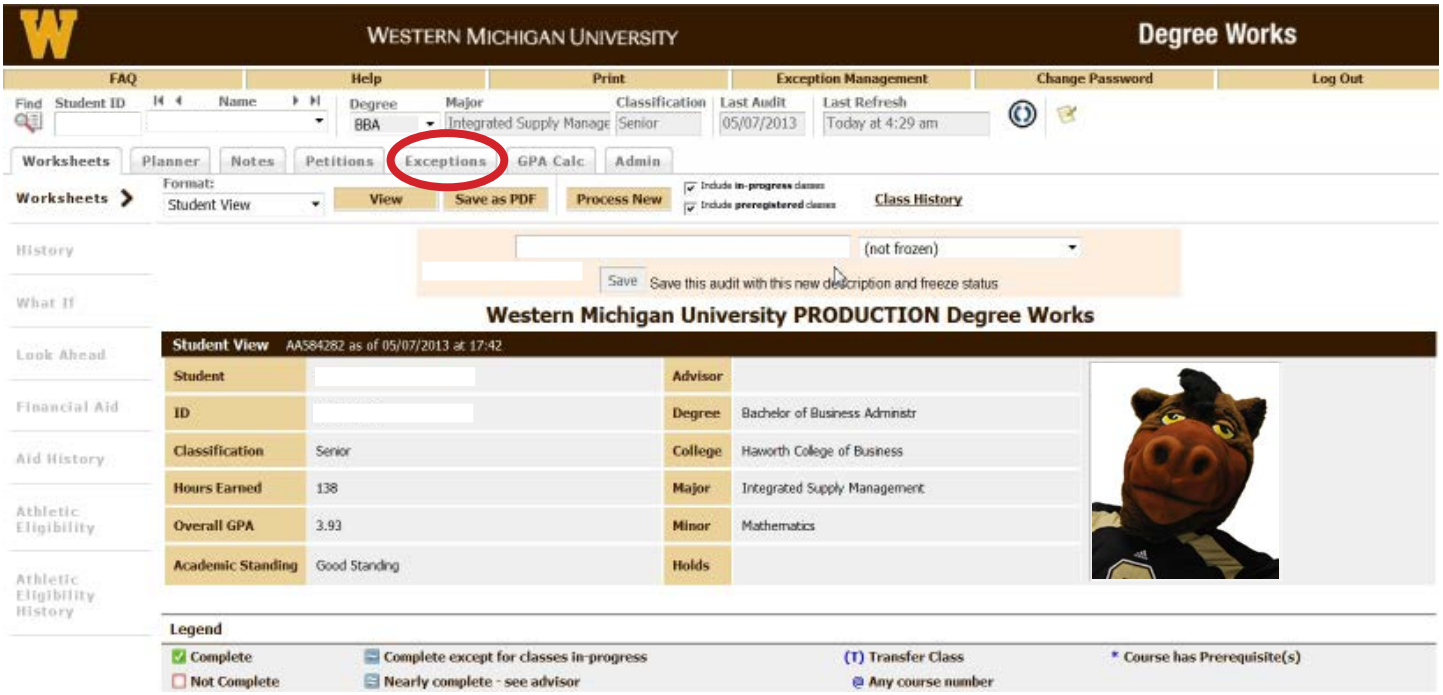
Scroll down to the Proficiency section shows that ENGL 1050 was taken to satisfy Proficiency 1:



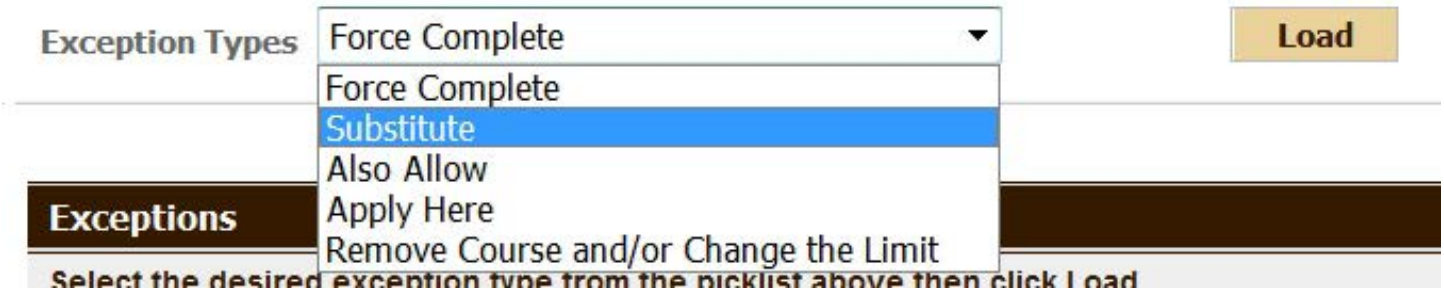
General Education Proficiencies						Catalog Year: 2011-2012 Credits Required: 9
Proficiency 2: Baccalaureate-Level Writing is required, but the credit hours do not count toward the 37 credit minimum General Education hour requirement. Please see your academic advisor for details and course choices.						
Proficiency 1: College-Level Writing	ENGL 1050 Satisfied by	THOUGHT & WRITING ENG110 - COLLEGE WRITING I - KALAMAZOO VALLEY CMTY COLLEGE	TCR	3	Sum II 2010	
Proficiency 3: College-Level Math/Quant Reasoning	MATH 1180 Satisfied by	PRECALCULUS MATH MATH156 - PRECALCULUS - KALAMAZOO VALLEY CMTY COLLEGE	TCR	5	Sum II 2010	
Proficiency 4: Enhance or Develop a Proficiency						
Proficiency 4b: Math or Quantitative Reasoning	MATH 1220 Satisfied by	Calculus I MATH160 - CALC 1 & ANALY GEOM - KALAMAZOO VALLEY CMTY COLLEGE	TCR	5	Sum II 2010	

MAKING A SUBSTITUTION ~ CONTINUED

An exception can be used to substitute ENGL 1050 for the Informational Writing (BCM 1420) requirement. First, click on the **Exceptions** tab:

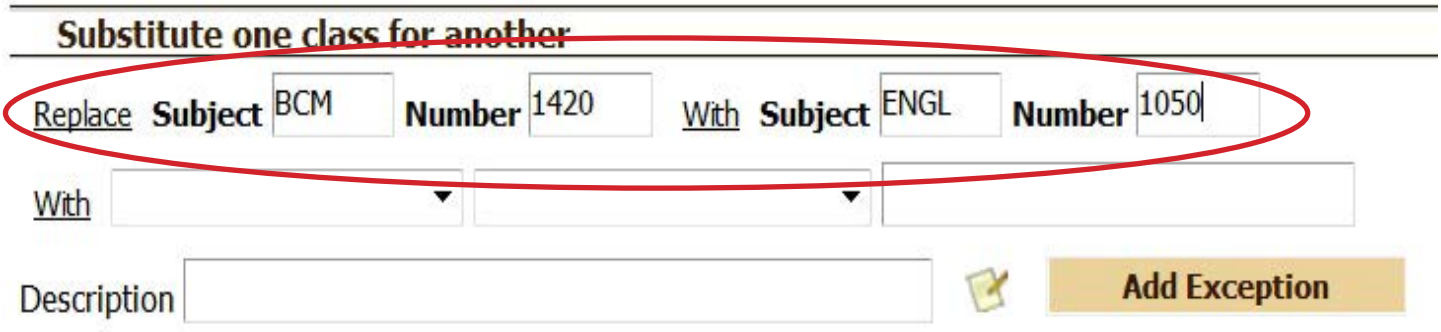


Select **Substitute** for Exception Type
Click **Load**

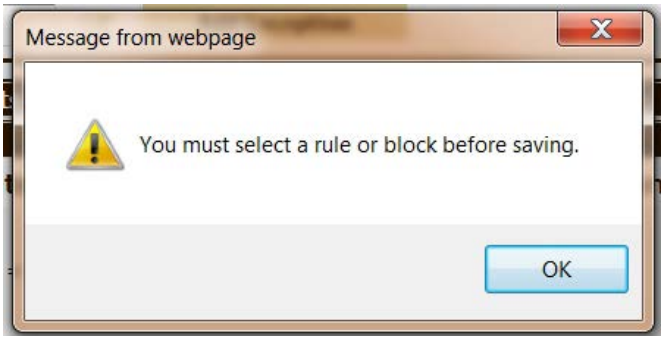


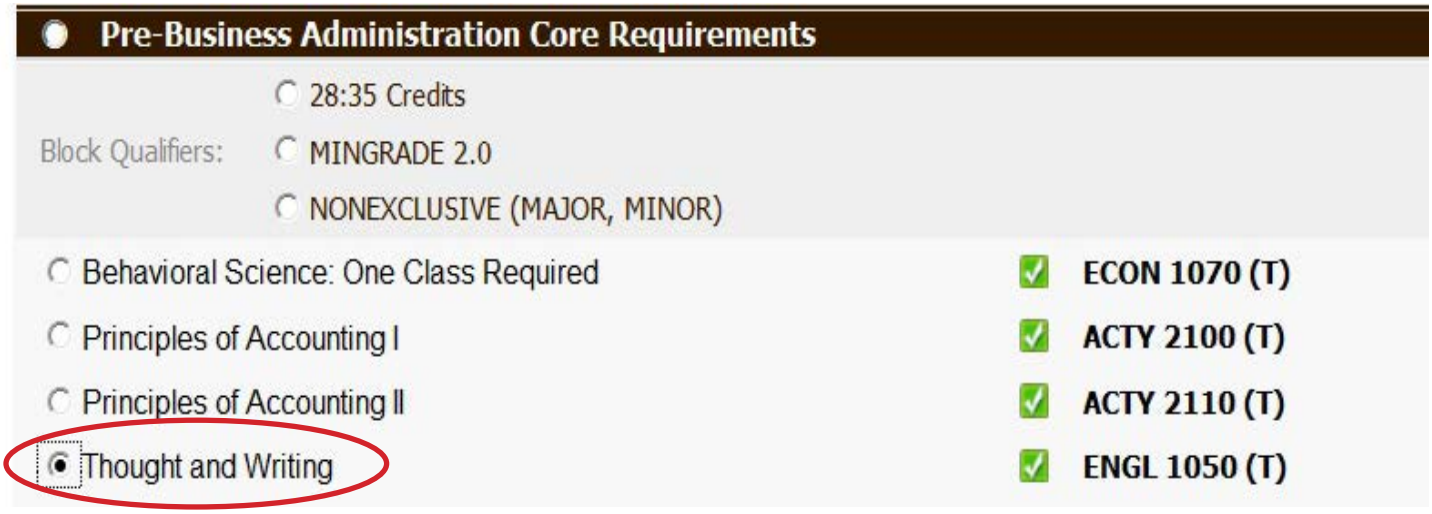
MAKING A SUBSTITUTION ~ CONTINUED

Select the requirement for the exception and fill out the class that is going to be replaced (BCM 1420) with the class that will substitute for the requirement (ENGL 1050). A description may be added, but if the Description field is left blank, Degree Works will create one automatically.



If you attempt to process the exception without choosing the course, the error message to the right will appear.

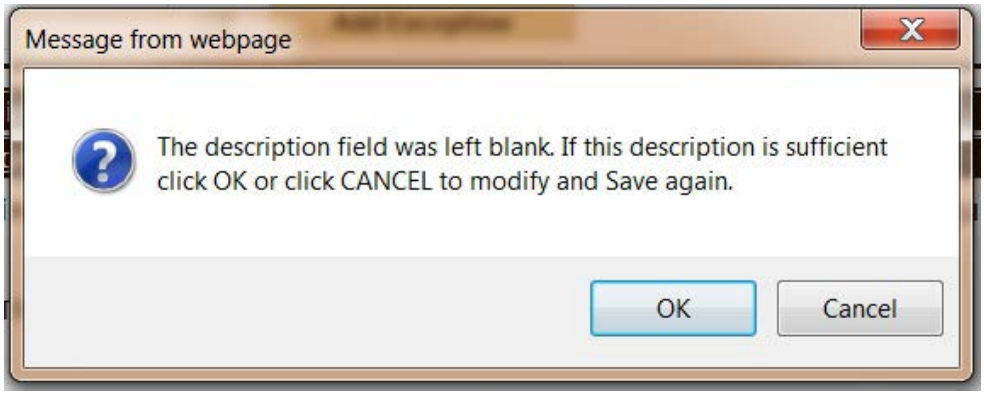




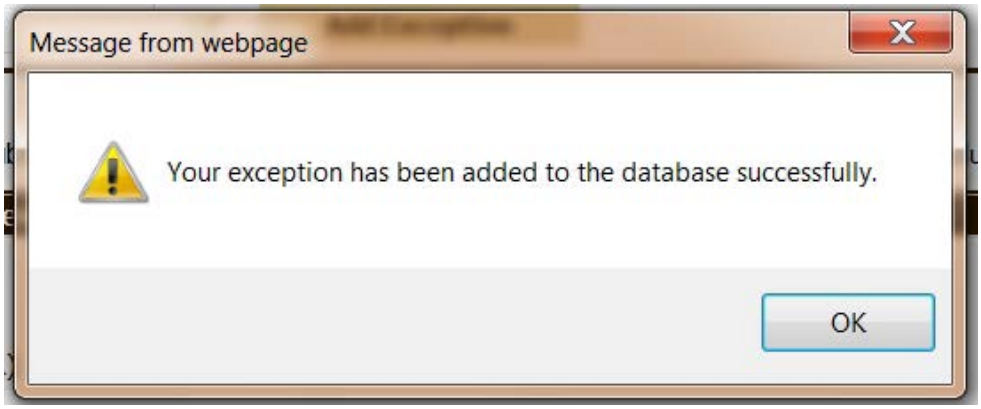
Place a check mark on the exception. Then, click the **Add Exception** button.

MAKING A SUBSTITUTION ~ CONTINUED

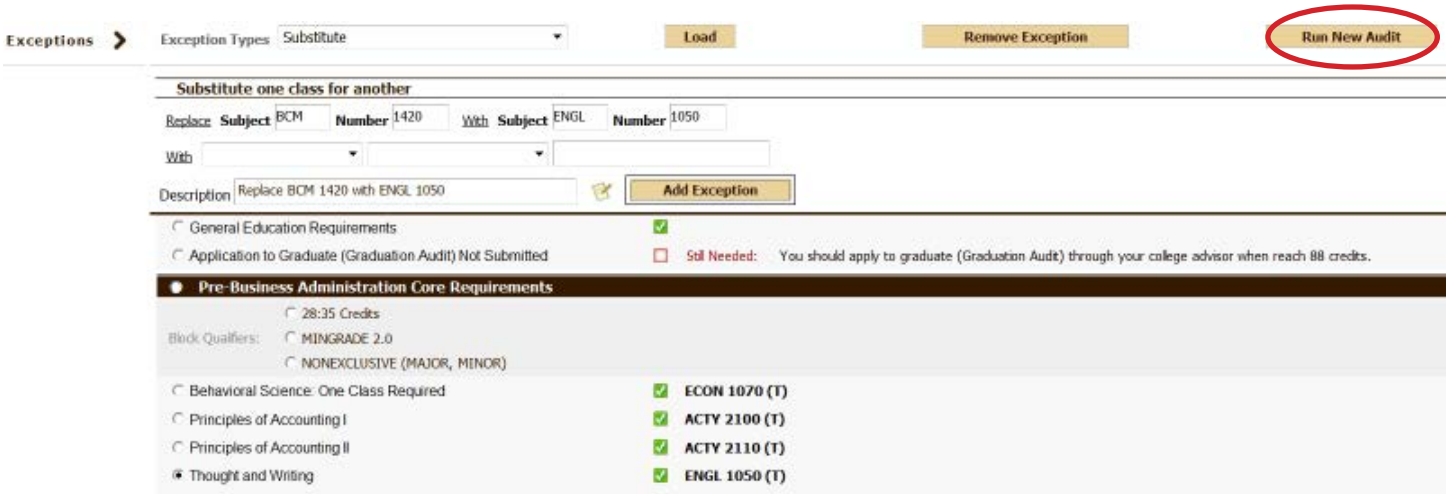
Once you have clicked the Add Exception button; click OK when the description dialog box appears.


Message from webpage
The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.
OK
Cancel

At the next dialog box, click OK.

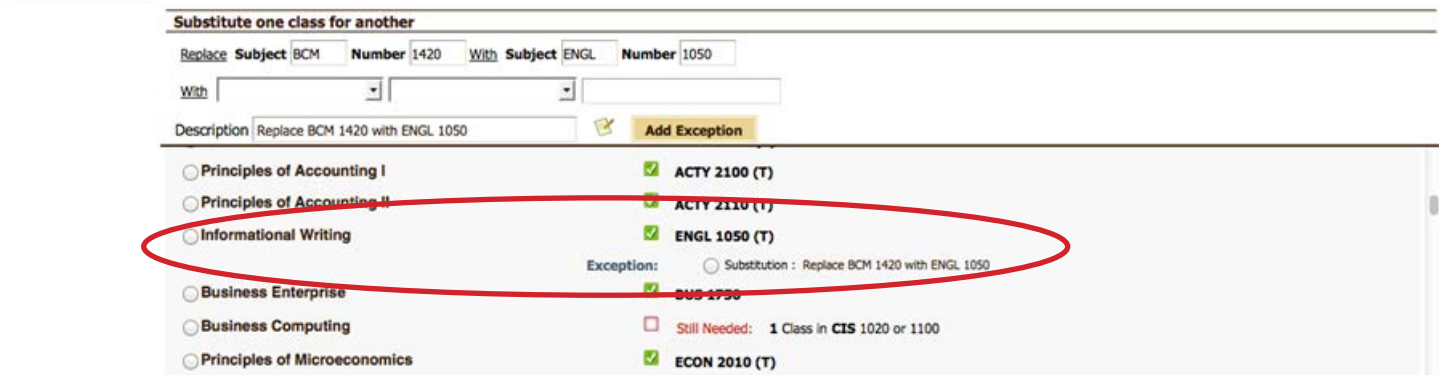


Click the **Run New Audit** button.

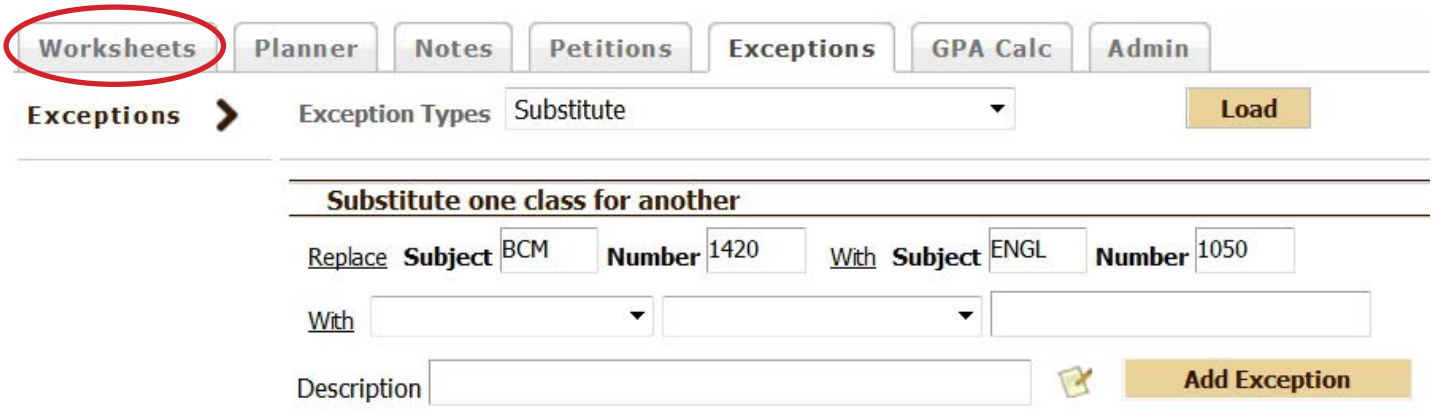

Exceptions
Exception Types Substitute
Load
Remove Exception
Run New Audit
Substitute one class for another
Replace Subject BCM Number 1420 With Subject ENGL Number 1050
With
Description Replace BCM 1420 with ENGL 1050
Add Exception
General Education Requirements
Application to Graduate (Graduation Audit) Not Submitted
Still Needed: You should apply to graduate (Graduation Audit) through your college advisor when reach 88 credits.
Pre-Business Administration Core Requirements
28:35 Credits
Block Qualifiers: MINGRADE 2.0
NONEXCLUSIVE (MAJOR, MINOR)
Behavioral Science: One Class Required
ECON 1070 (T)
Principles of Accounting I
ACTY 2100 (T)
Principles of Accounting II
ACTY 2110 (T)
Thought and Writing
ENGL 1050 (T)

MAKING A SUBSTITUTION ~ CONTINUED

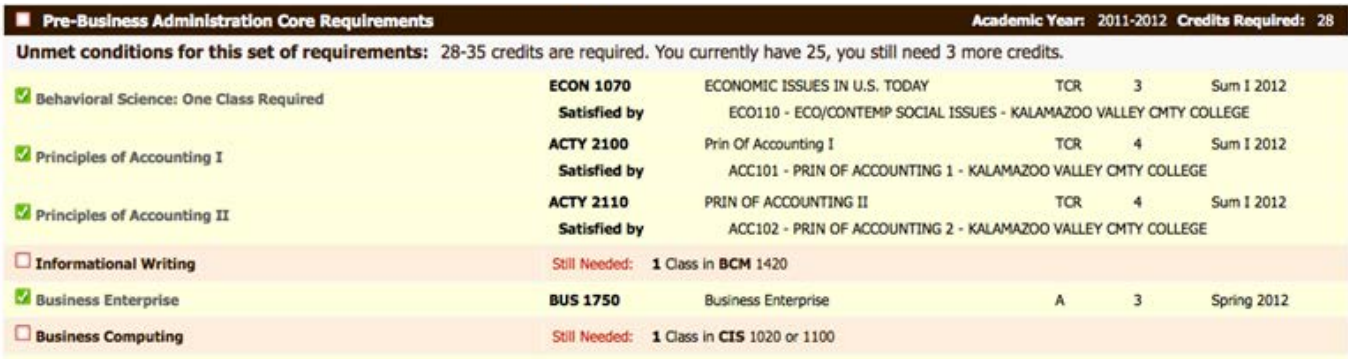
Once the new audit has been run, the exception is displayed.


Substitute one class for another
Replace Subject BCM Number 1420 With Subject ENGL Number 1050
With
Description Replace BCM 1420 with ENGL 1050
Add Exception
Principles of Accounting I
ACTY 2100 (T)
Principles of Accounting II
ACTY 2110 (T)
Informational Writing
ENGL 1050 (T)
Exception:
Substitution : Replace BCM 1420 with ENGL 1050
Business Enterprise
Business Computing
Still Needed: 1 Class in CIS 1020 or 1100
Principles of Microeconomics
ECON 2010 (T)

Click on the **Worksheet** tab to view the exception in the Worksheet view.

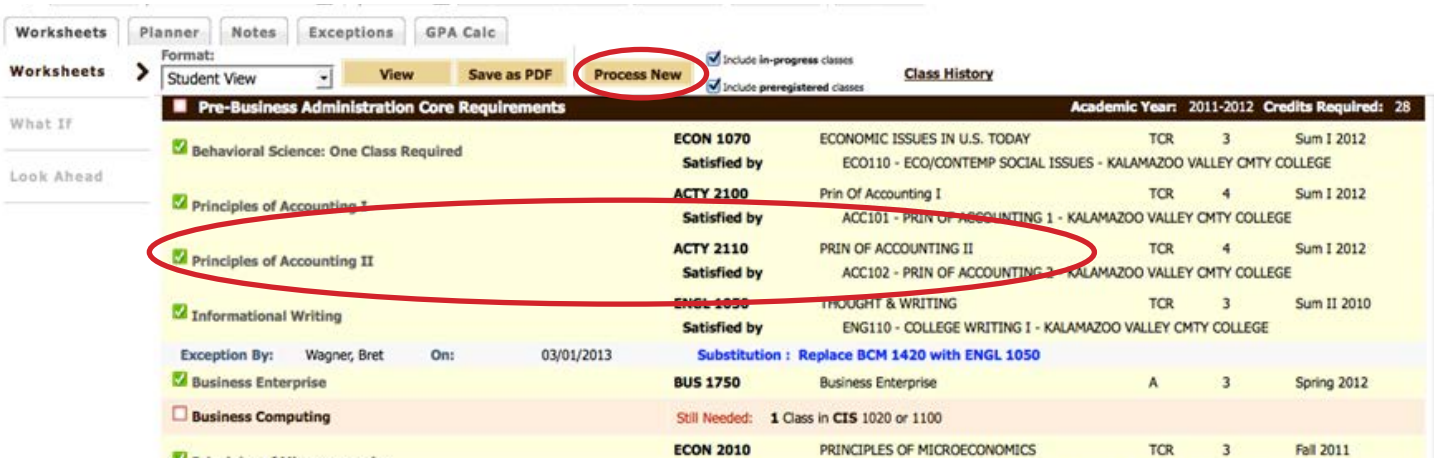


Note that the substitution does not yet display.


Pre-Business Administration Core Requirements
Academic Year: 2011-2012 Credits Required: 28
Unmet conditions for this set of requirements: 28-35 credits are required. You currently have 25, you still need 3 more credits.
Behavioral Science: One Class Required
ECON 1070 ECONOMIC ISSUES IN U.S. TODAY TCR 3 Sum I 2012
Satisfied by ECO110 - ECO/CONTEMP SOCIAL ISSUES - KALAMAZOO VALLEY CMTY COLLEGE
Principles of Accounting I
ACTY 2100 Prin Of Accounting I TCR 4 Sum I 2012
Satisfied by ACC101 - PRIN OF ACCOUNTING 1 - KALAMAZOO VALLEY CMTY COLLEGE
Principles of Accounting II
ACTY 2110 PRIN OF ACCOUNTING II TCR 4 Sum I 2012
Satisfied by ACC102 - PRIN OF ACCOUNTING 2 - KALAMAZOO VALLEY CMTY COLLEGE
Informational Writing
Still Needed: 1 Class in BCM 1420
Business Enterprise
BUS 1750 Business Enterprise A 3 Spring 2012
Business Computing
Still Needed: 1 Class in CIS 1020 or 1100

MAKING A SUBSTITUTION ~ CONTINUED

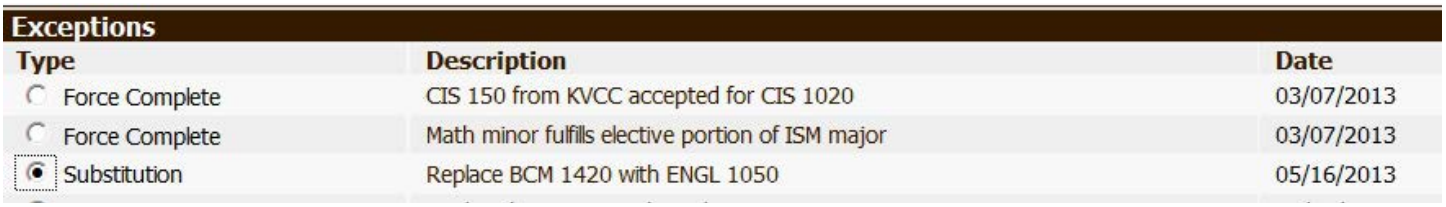
Click on the Process New button. The substitution displays.


Worksheets
Planner
Notes
Exceptions
GPA Calc
Worksheets
Format:
Student View
View
Save as PDF
Process New
Include in-progress classes
Include preregistered classes
Class History
What If
Look Ahead
Pre-Business Administration Core Requirements
Academic Year: 2011-2012 Credits Required: 28
Behavioral Science: One Class Required
ECON 1070 ECONOMIC ISSUES IN U.S. TODAY TCR 3 Sum I 2012
Satisfied by ECO110 - ECO/CONTEMP SOCIAL ISSUES - KALAMAZOO VALLEY CMTY COLLEGE
Principles of Accounting I
ACTY 2100 Prin Of Accounting I TCR 4 Sum I 2012
Satisfied by ACC101 - PRIN OF ACCOUNTING 1 - KALAMAZOO VALLEY CMTY COLLEGE
Principles of Accounting II
ACTY 2110 PRIN OF ACCOUNTING II TCR 4 Sum I 2012
Satisfied by ACC102 - PRIN OF ACCOUNTING 2 - KALAMAZOO VALLEY CMTY COLLEGE
Informational Writing
ENGL 1050 THOUGHT & WRITING TCR 3 Sum II 2010
Satisfied by ENG110 - COLLEGE WRITING I - KALAMAZOO VALLEY CMTY COLLEGE
Exception By: Wagner, Bret On: 03/01/2013
Substitution : Replace BCM 1420 with ENGL 1050
Business Enterprise
BUS 1750 Business Enterprise A 3 Spring 2012
Business Computing
Still Needed: 1 Class in CIS 1020 or 1100
ECON 2010 PRINCIPLES OF MICROECONOMICS TCR 3 Fall 2011

UseProcesssNewfrequentlytoensure you are working updated data.

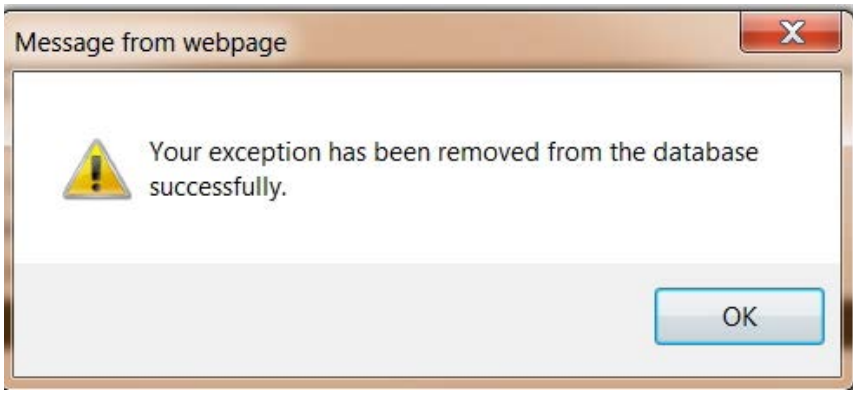
DELETING A SUBSTITUTION (EXCEPTION)

To remove an exception, switch to the exception tab, scroll to the bottom of the screen to see the exceptions, select the exception you wish to remove:



Click on **Remove Exception:**

Click OK when the dialog box appears.

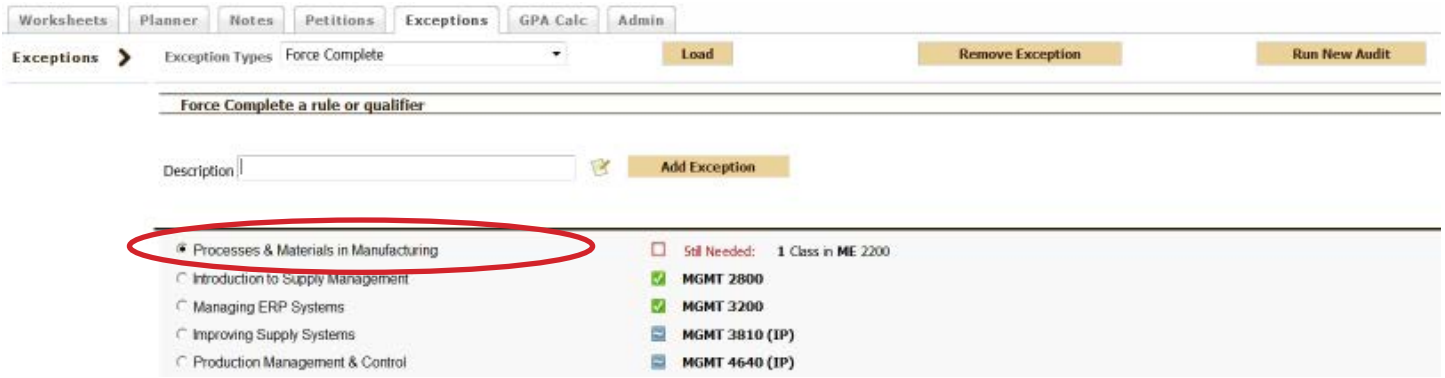


Click on **Run New Audit**. Scroll to the bottom of the screen to confirm the exception has been removed.

WAIVE A REQUIREMENT

To waive a requirement, select exception type **Force Complete**, then click on **Load**.

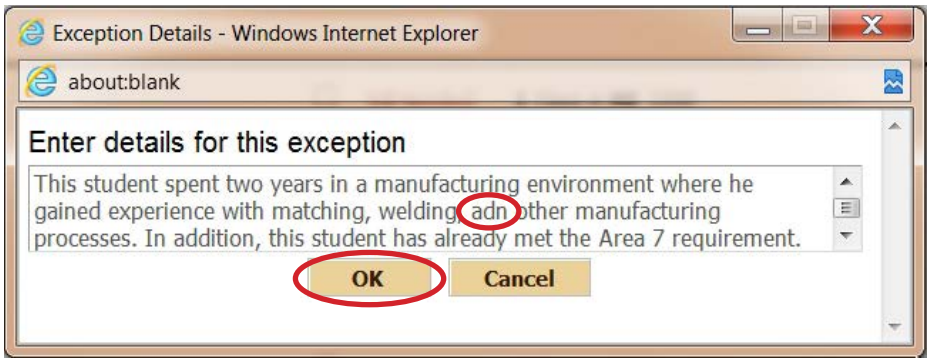
Select the requirement that is being waived.



Enter a description, then click on **Add Exception**.

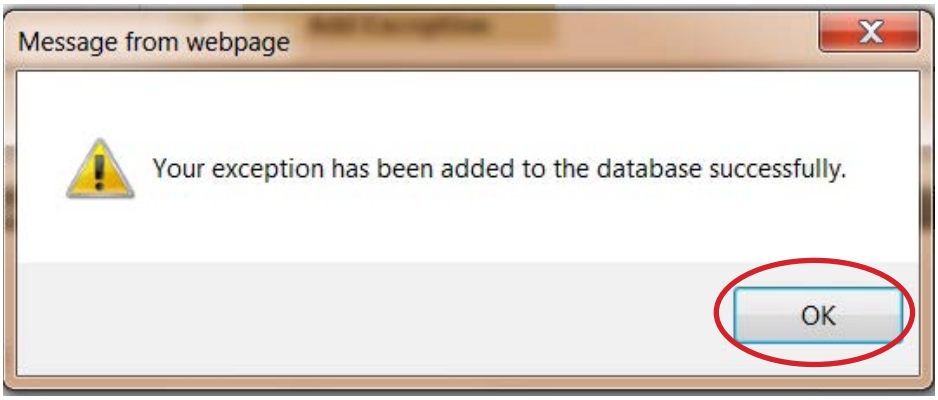
Provide further detail by clicking on the detail icon.

Please note: you have space for 220 characters. There is **NO** spellcheck. Please verify spelling before clicking OK.

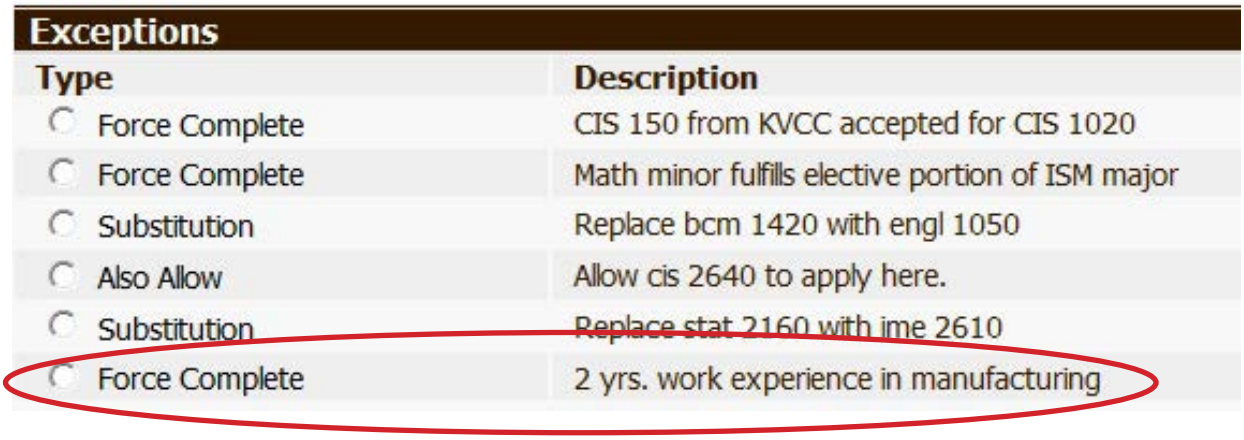

Exception Details - Windows Internet Explorer
about:blank
Enter details for this exception
This student spent two years in a manufacturing environment where he gained experience with matching, welding, adn other manufacturing processes. In addition, this student has already met the Area 7 requirement.
OK
Cancel

WAIVE A REQUIREMENT ~ CONTINUED

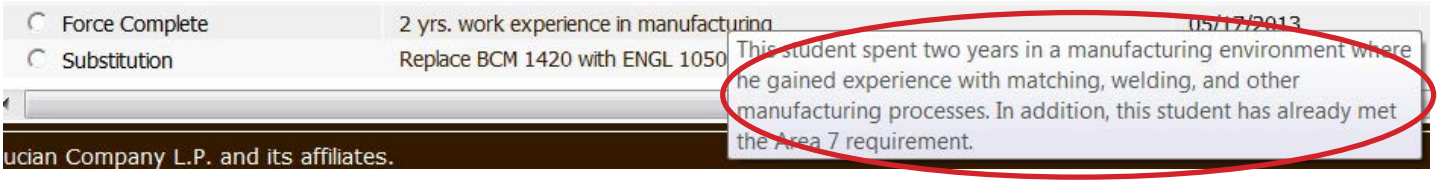
Click OK to confirm the exception.



Click on **Run New Audit** and scroll to the Exceptions block (located at the bottom of the screen) to confirm the exception.

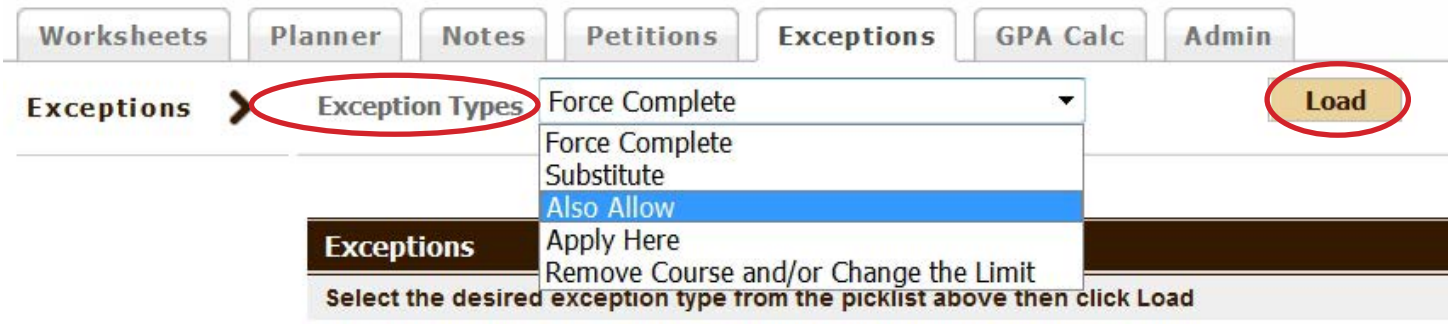


Hover the mouse over the exception to see the detail note.

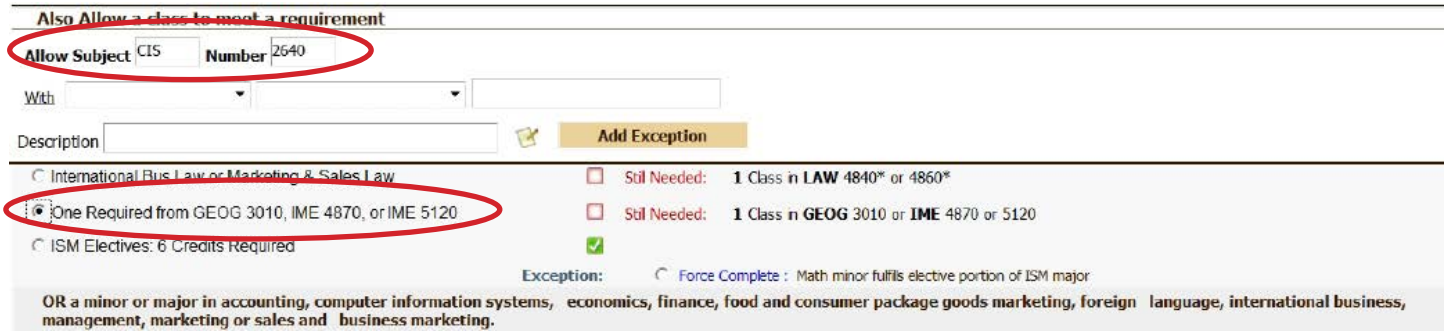

Force Complete
2 yrs. work experience in manufacturing
Substitution
Replace BCM 1420 with ENGL 1050
This student spent two years in a manufacturing environment where he gained experience with matching, welding, and other manufacturing processes. In addition, this student has already met the Area 7 requirement.
ucian Company L.P. and its affiliates.

ADD AN OPTION

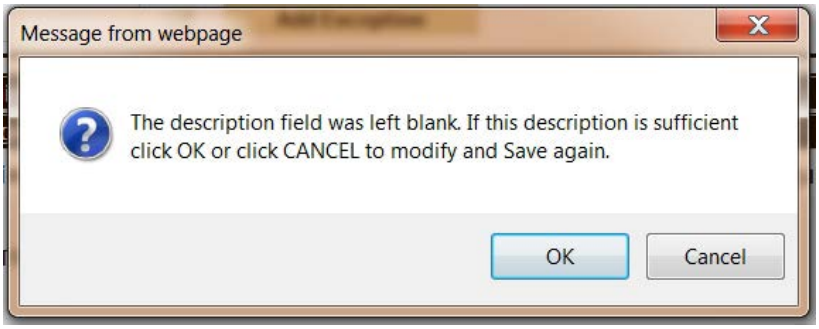
To add a course as an option, choose the Exceptions tab, select **Also Allow** and then click **Load**.



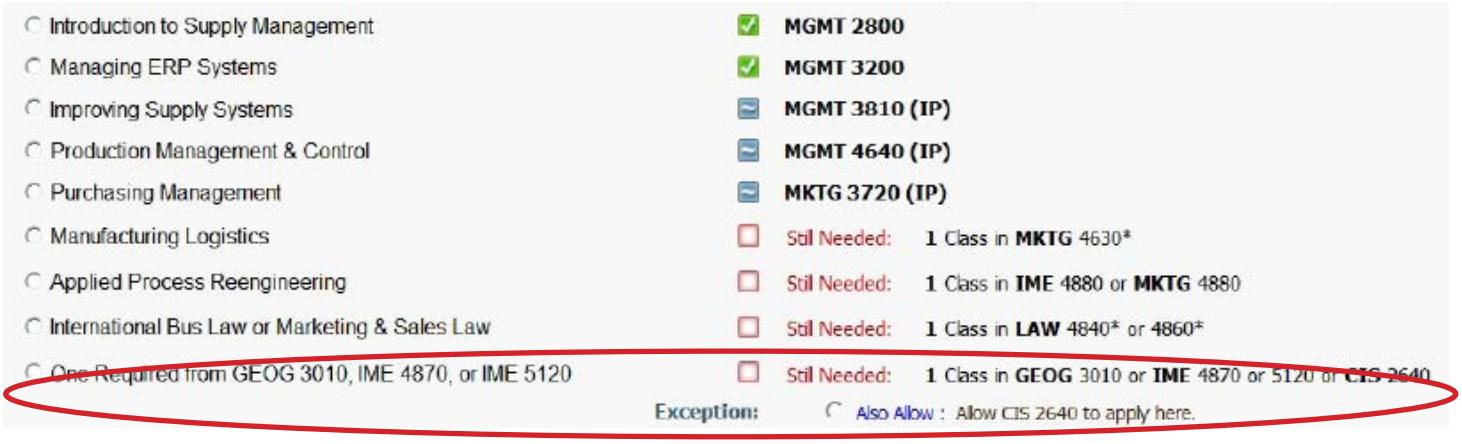
Select the requirement where the course is to be added, enter the course number, then click **Add Exception**.


Also Allow a class to meet a requirement
Allow Subject CIS
Number 2640
With
Description
Add Exception
International Bus Law or Marketing & Sales Law
Stil Needed: 1 Class in LAW 4840* or 4860*
One Required from GEOG 3010, IME 4870, or IME 5120
Stil Needed: 1 Class in GEOG 3010 or IME 4870 or 5120
ISM Electives: 6 Credits Required
Exception:
Force Complete : Math minor fulfils elective portion of ISM major
OR a minor or major in accounting, computer information systems, economics, finance, food and consumer package goods marketing, foreign language, international business, management, marketing or sales and business marketing.

Click OK at the dialog box.


Message from webpage
The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.
OK
Cancel

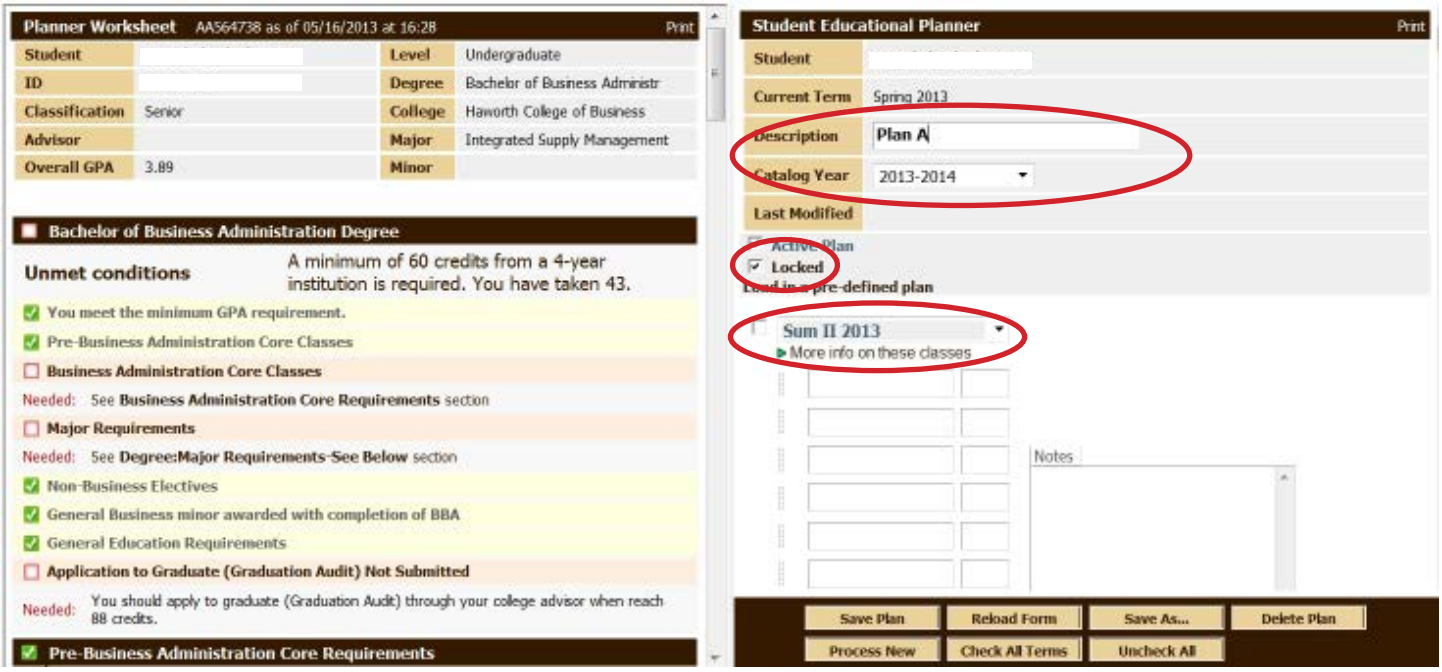
Click on **Run New Audit**, then scroll down to the Exceptions block to see the exception.


Introduction to Supply Management
MGMT 2800
Managing ERP Systems
MGMT 3200
Improving Supply Systems
MGMT 3810 (IP)
Production Management & Control
MGMT 4640 (IP)
Purchasing Management
MKTG 3720 (IP)
Manufacturing Logistics
Stil Needed: 1 Class in MKTG 4630*
Applied Process Reengineering
Stil Needed: 1 Class in IME 4880 or MKTG 4880
International Bus Law or Marketing & Sales Law
Stil Needed: 1 Class in LAW 4840* or 4860*
One Required from GEOG 3010, IME 4870, or IME 5120
Stil Needed: 1 Class in GEOG 3010 or IME 4870 or 5120 or CIS 2640
Exception:
Also Allow : Allow CIS 2640 to apply here.

CREATE A CURRIUCLUM PLAN

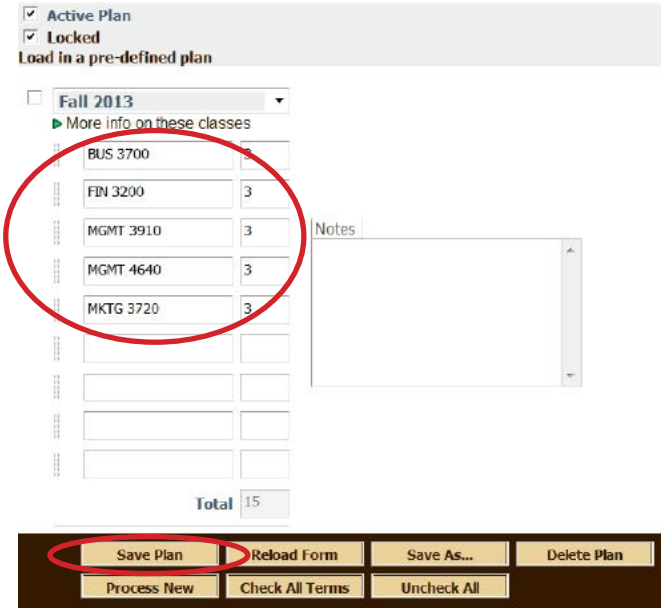
To create a curriculum plan, select the **Planner** tab.

Enter a **Description** and select the **Academic Year**
Check **Locked** if you do not want the student to be able to change the plan
Select the first semester for planning
Enter the courses and credits for the first of the plan
Click on **Save Plan**

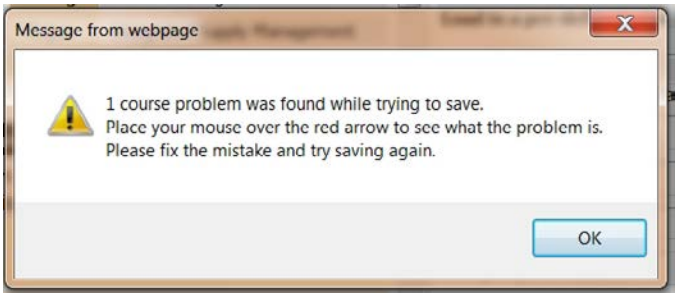


CREATE A CURRIUCLUM PLAN ~ CONTINUED

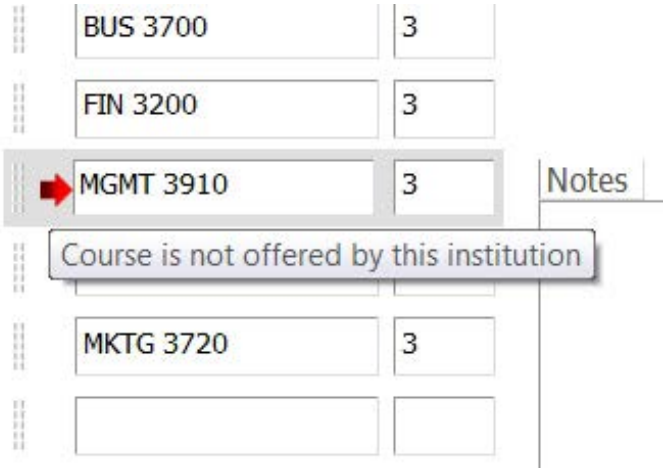
Enter classes with a space between the subject and number.
Click **Save Plan**



If there is an error with an entry, the following error message will appear.


Message from webpage
1 course problem was found while trying to save.
Place your mouse over the red arrow to see what the problem is.
Please fix the mistake and try saving again.
OK

Place your mouse over the red arrow to see what the problem is; fix the error and save again.

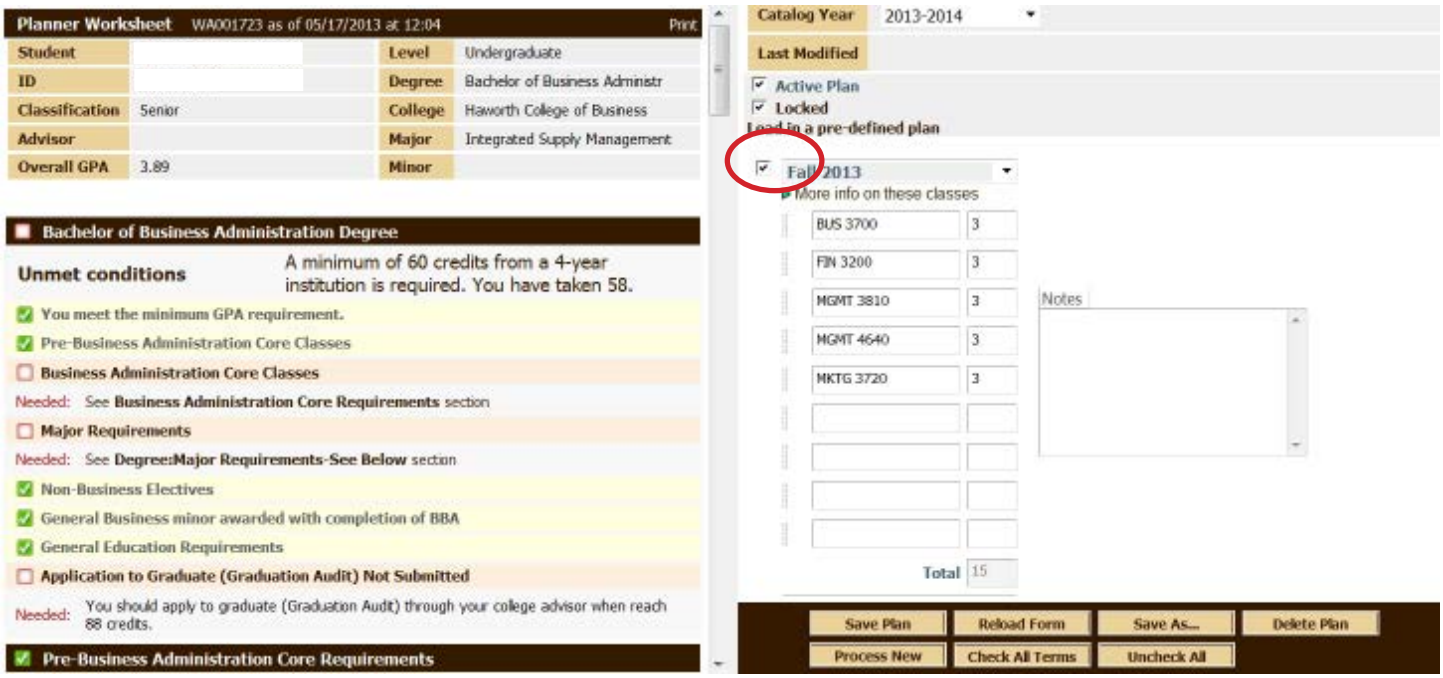


CREATE A CURRIUCLUM PLAN ~ CONTINUED

Once the plan is saved successfully, to see the impact of this semester plan on graduation requirements, select the semester to include:

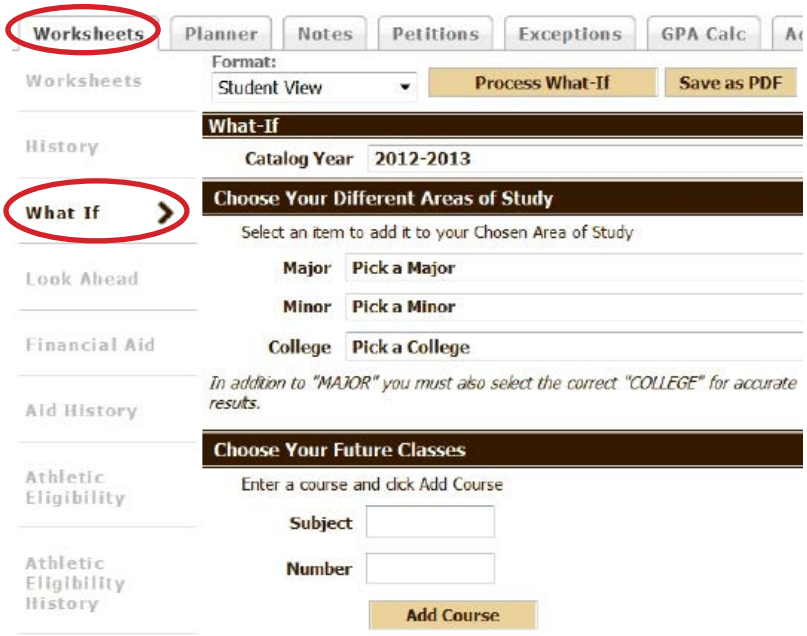
Click **Process New**.

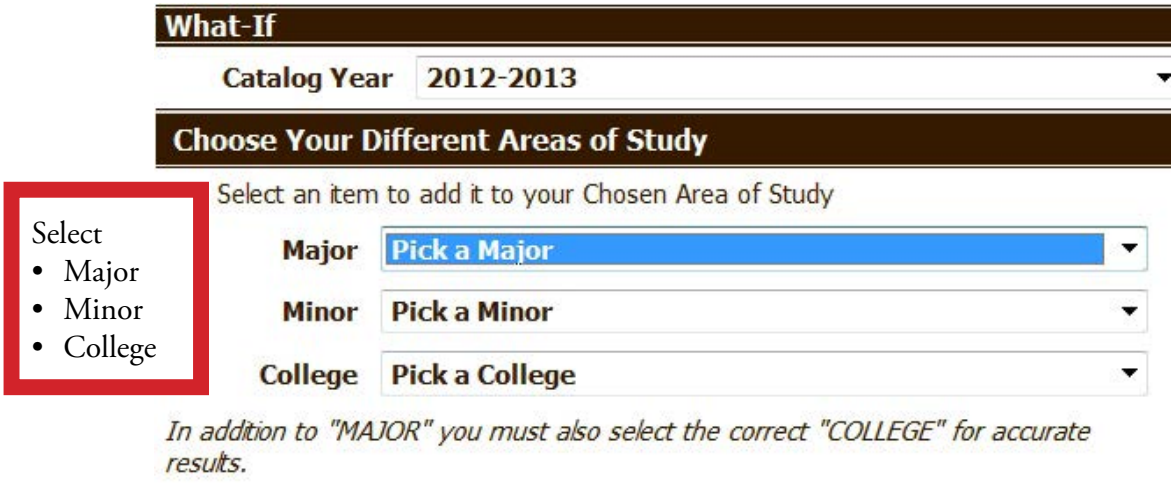
The courses in the term(s) selected will be reflected as in progress on the Planner Worksheet located on the left panel.



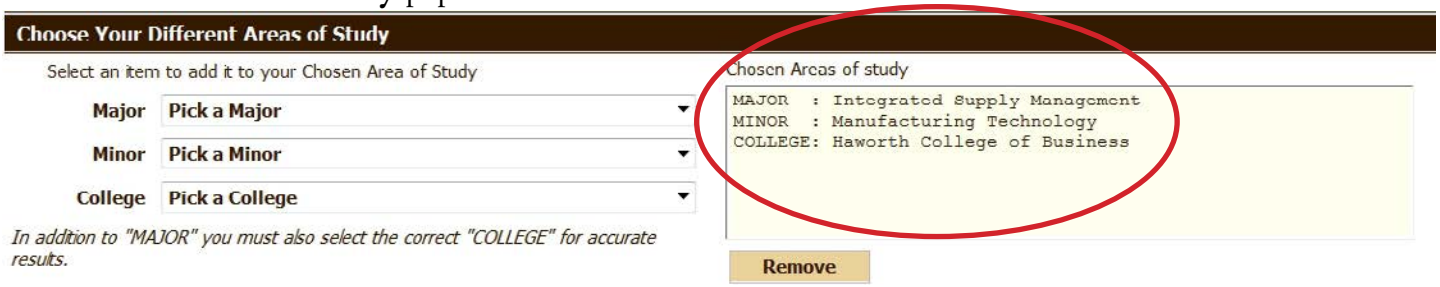
WHAT-IF TOOL

To see what requirements a student must meet for a major or minor, select the **What If** option on the **Worksheet** tab.



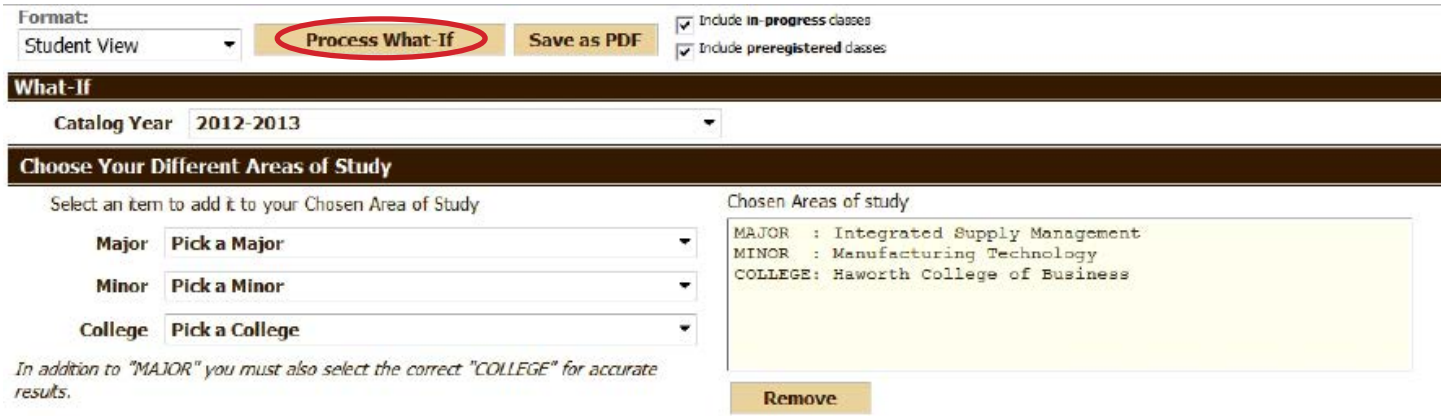

What-If
Catalog Year 2012-2013
Choose Your Different Areas of Study
Select an item to add it to your Chosen Area of Study
Major Pick a Major
Minor Pick a Minor
College Pick a College
In addition to "MAJOR" you must also select the correct "COLLEGE" for accurate results.
Select
• Major
• Minor
• College

The **Chosen Areas of Study** populates.

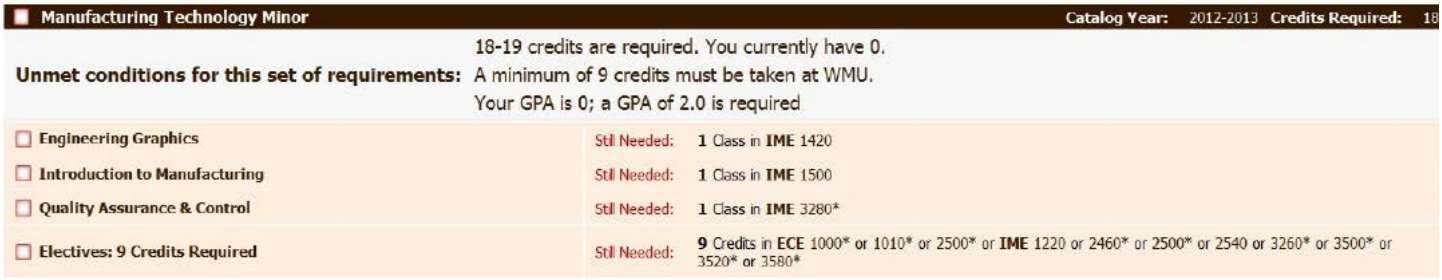

Choose Your Different Areas of Study
Select an item to add it to your Chosen Area of Study
Major Pick a Major
Minor Pick a Minor
College Pick a College
In addition to "MAJOR" you must also select the correct "COLLEGE" for accurate results.
Chosen Areas of study
MAJOR : Integrated Supply Management
MINOR : Manufacturing Technology
COLLEGE: Haworth College of Business
Remove

WHAT-IF TOOL ~ CONTINUED

Click on the **Process What-If** to see what is still required for the major(s)/minor(s) selected.

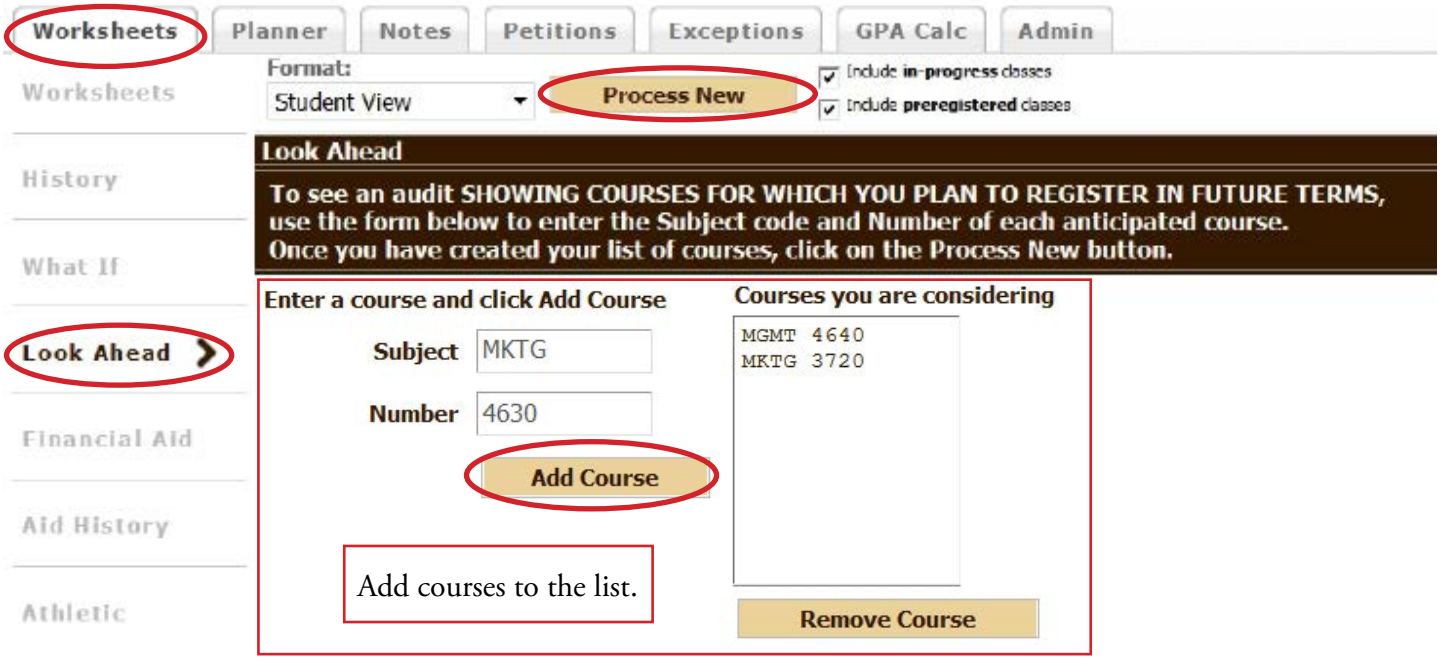


To view the results, scroll down to the criteria selected. In this example, the Manufacturing Technology minor.

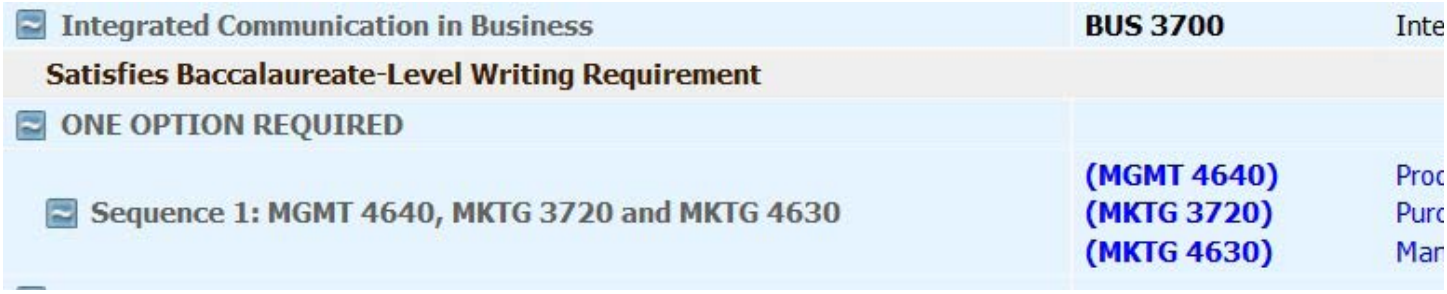

Manufacturing Technology Minor
Catalog Year: 2012-2013 Credits Required: 18
Unmet conditions for this set of requirements:
18-19 credits are required. You currently have 0.
A minimum of 9 credits must be taken at WMU.
Your GPA is 0; a GPA of 2.0 is required
Engineering Graphics
Still Needed: 1 Class in IME 1420
Introduction to Manufacturing
Still Needed: 1 Class in IME 1500
Quality Assurance & Control
Still Needed: 1 Class in IME 3280*
Electives: 9 Credits Required
Still Needed: 9 Credits in ECE 1000* or 1010* or 2500* or IME 1220 or 2460* or 2500* or 2540 or 3260* or 3500* or 3520* or 3580*

LOOK AHEAD TOOL

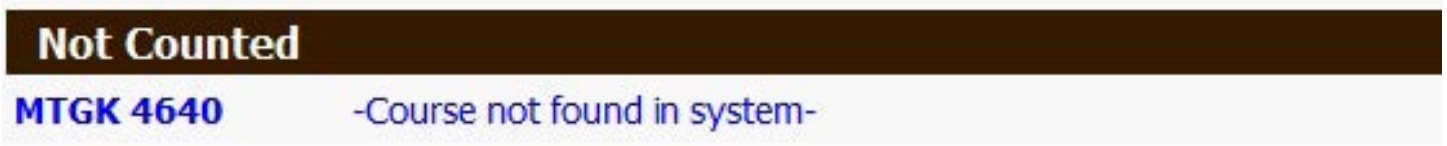
Select **Look Ahead** from the **Worksheet** tab.
Add courses to the list
Click **Process New** to evaluate.



Requirements that will be satisfied with the courses under consideration are shown:

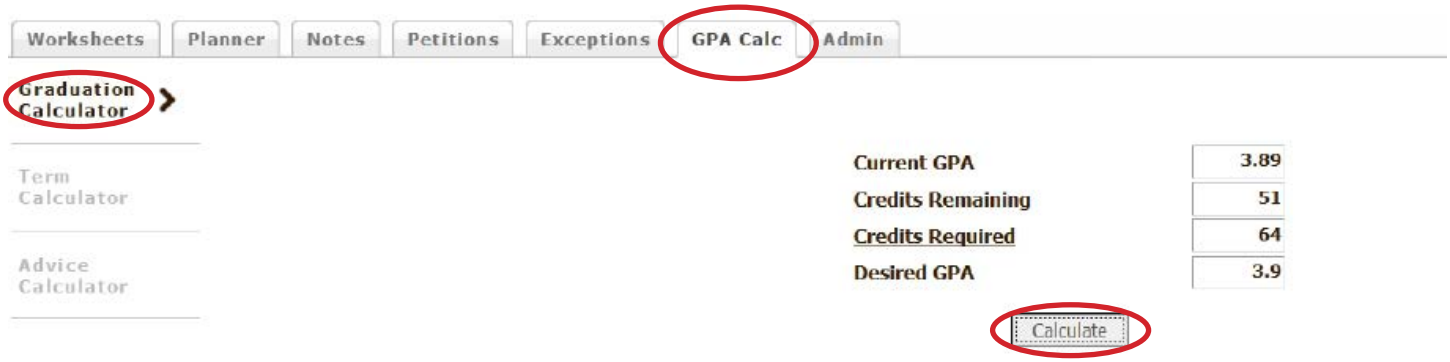


Please note: there is no validity check of courses when entered. Incorrectly specified courses are shown in a category **Not Counted** at the bottom of the worksheet.

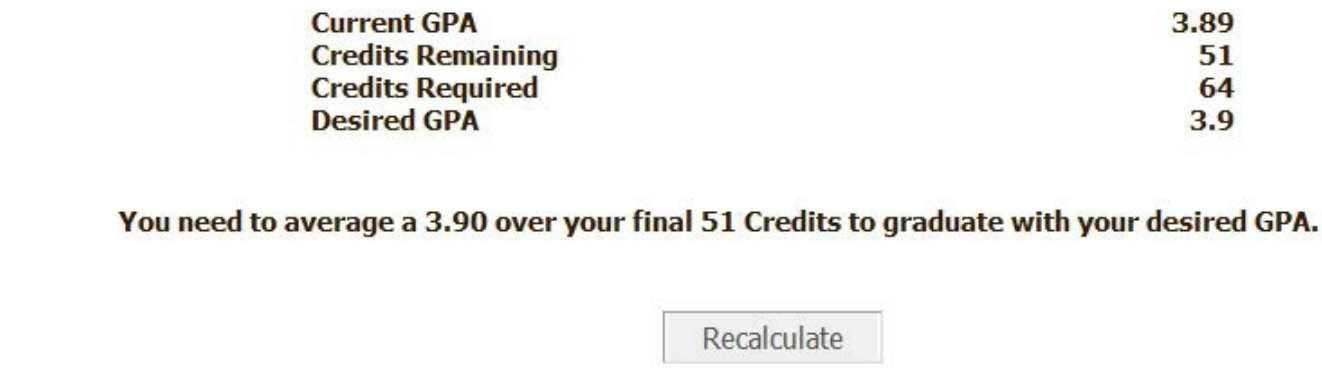


GPA CALC: GRADUATION CALCULATOR

Select **Graduation Calculator** from the **GPA Calc** tab. The **Current GPA** is automatically populated. The **Credits Remaining** should be the credits required to graduate. **Credits Required** should be the total credits that will be earned at WMU. For example, this student transferred 95 credit hours, has earned 13 credit hours at WMU and will need to take 51 more credit hours to graduate. Thus, the student will graduate with 95 + 13 + 51 = 159 credits. The GPA of 3.89 is based on 3.89 credits earned at WMU so far. The Credits Required is the credits that must be earned at WMU.

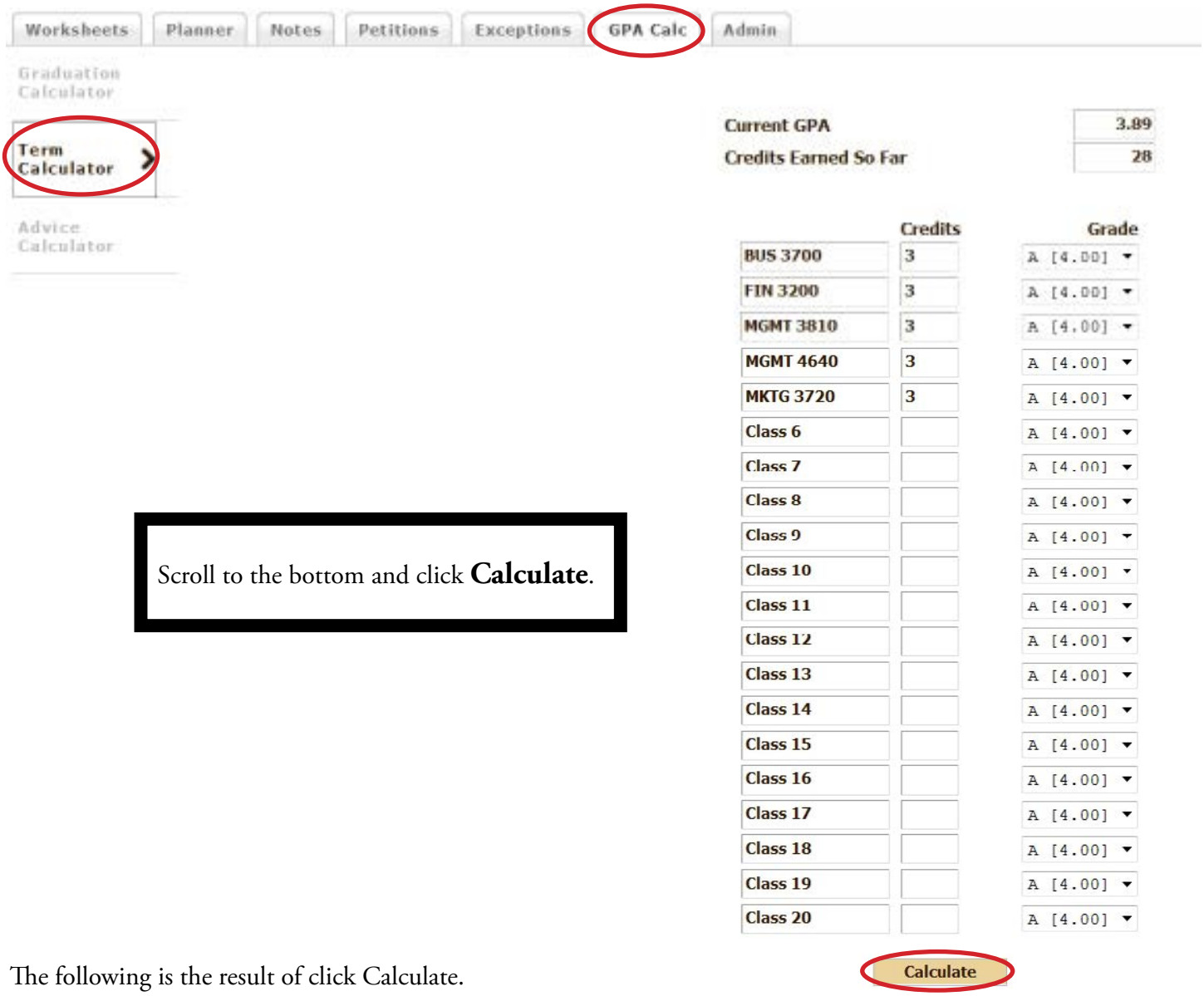


Clicking on Calculate will produce the following result:


Current GPA 3.89
Credits Remaining 51
Credits Required 64
Desired GPA 3.9
You need to average a 3.90 over your final 51 Credits to graduate with your desired GPA.
Recalculate

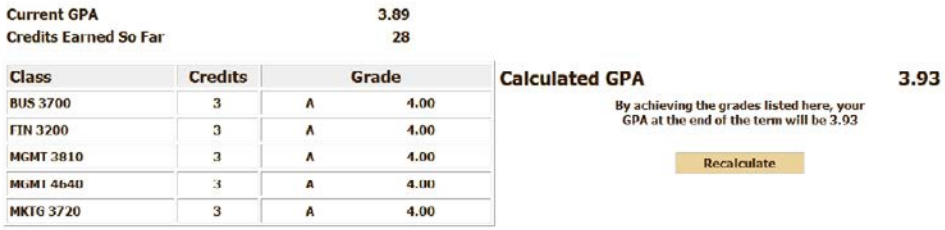
GPA CALC: TERM CALCULATOR

Select **Term Calculator** from the **GPA Calc** tab. Set expected grades for classes for which the student is currently enrolled, plus any additional classes desired. With 20 classes available, this tool can be used to calculate a GPA for a number of semesters in the future.



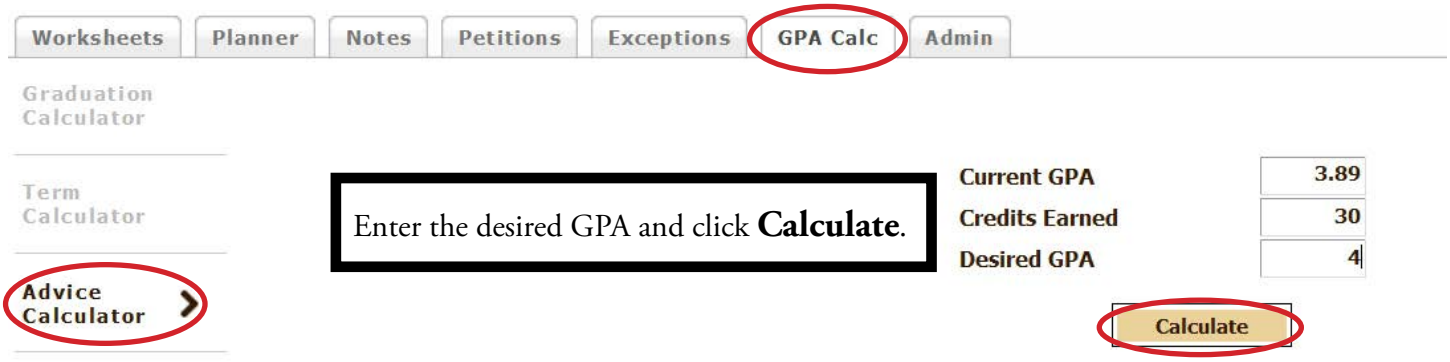
Scroll to the bottom and click **Calculate**.

The following is the result of click Calculate.

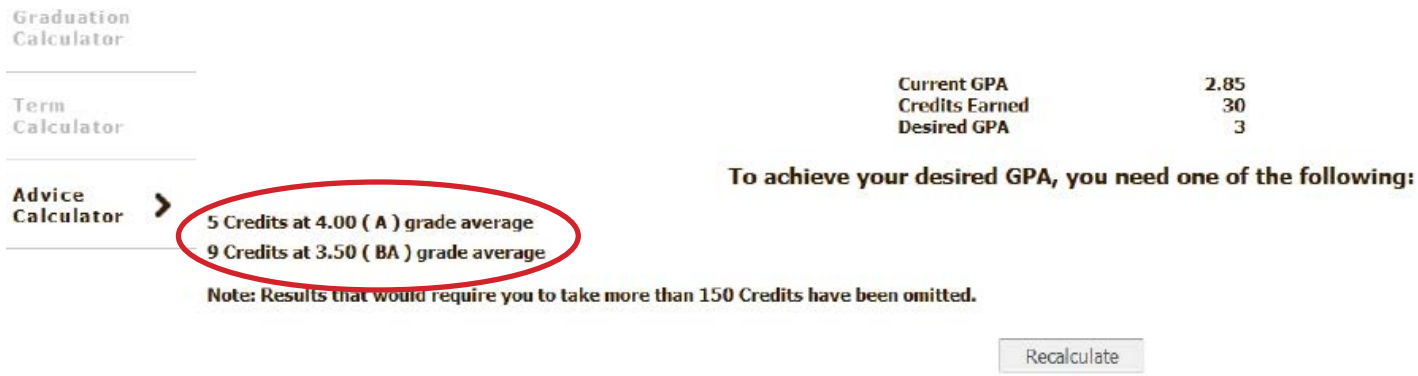

Current GPA 3.89
Credits Earned So Far 28
Class
Credits
Grade
BUS 3700 3 A 4.00
FIN 3200 3 A 4.00
MGMT 3810 3 A 4.00
MGMT 4640 3 A 4.00
MKTG 3720 3 A 4.00
Calculated GPA 3.93
By achieving the grades listed here, your GPA at the end of the term will be 3.93
Recalculate

GPA CALC: ADVICE CALCULATOR

Select **Advice Calculator** from the **GPA Calc** tab. The **Current GPA** and **Credits Earned** is automatically populated; however, can be changed to calculate a variety of scenarios.

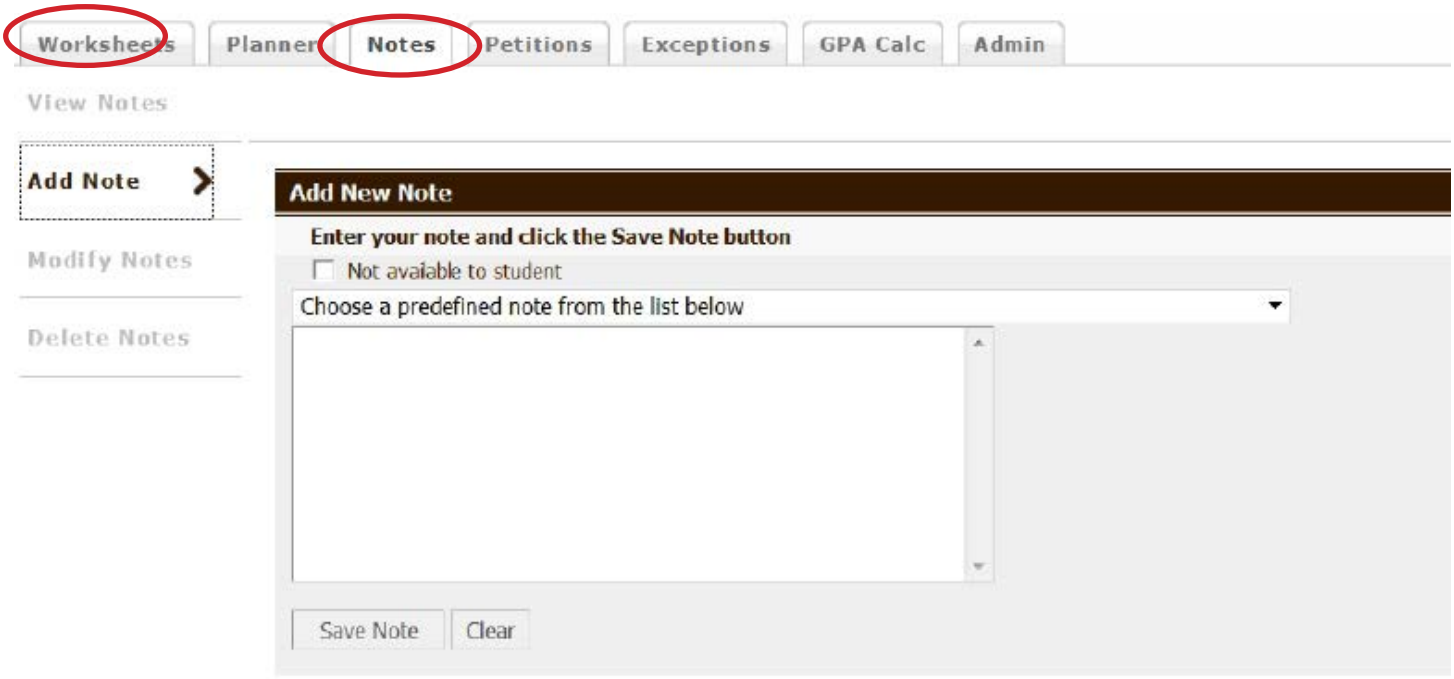


The results from clicking Calculate are given below. Note that there are two options for achieving the GPA desired.

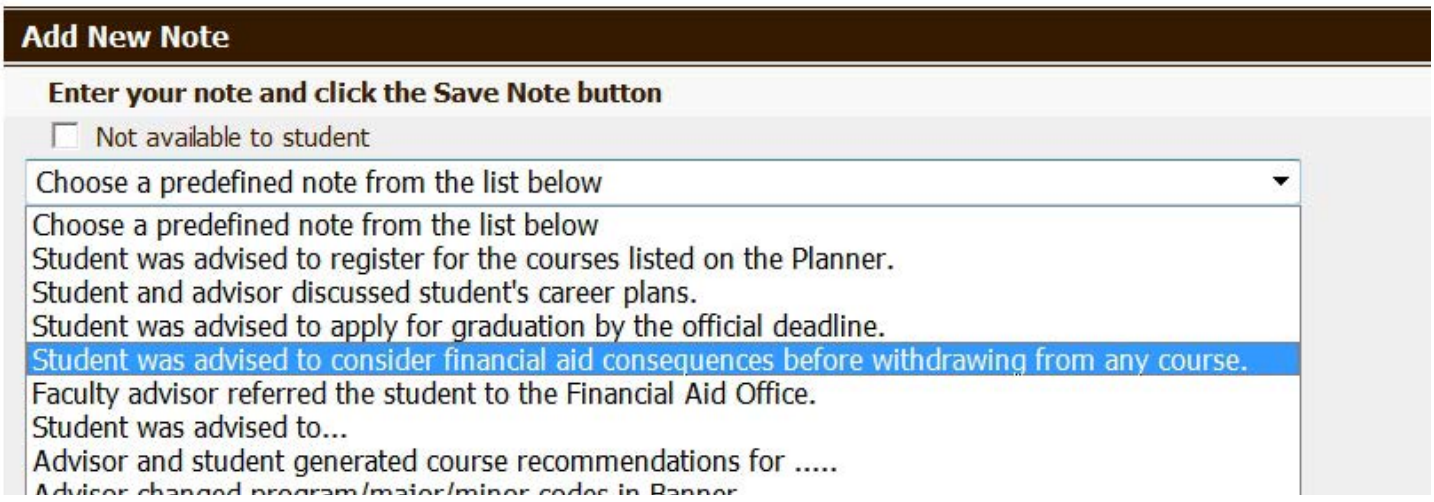

Graduation Calculator
Term Calculator
Advice Calculator
Current GPA 2.85
Credits Earned 30
Desired GPA 3
To achieve your desired GPA, you need one of the following:
5 Credits at 4.00 (A) grade average
9 Credits at 3.50 (BA) grade average
Note: Results that would require you to take more than 150 Credits have been omitted.
Recalculate

ADD NOTE

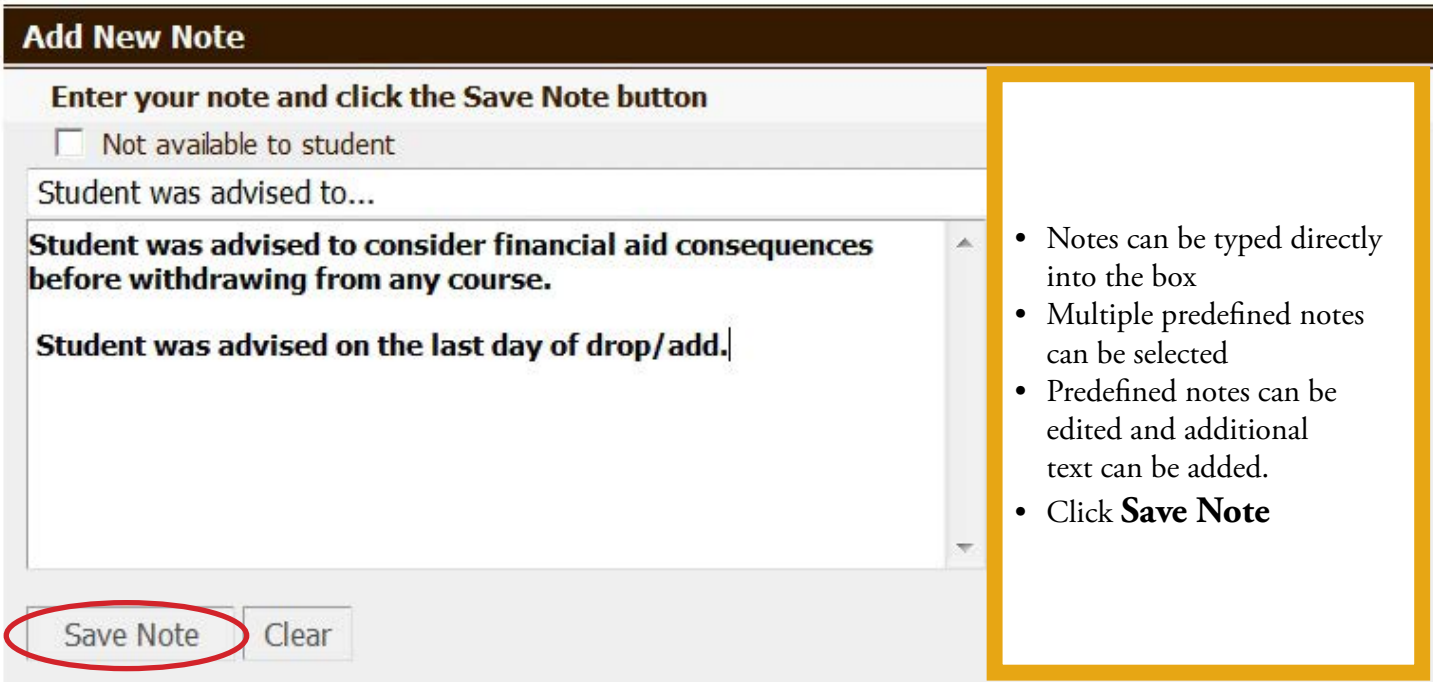
Degree Works has a facility for advisors to add and maintain notes regarding the students academic plans. To add a note, select **Add Note** from the **Notes** tab.



A predefined note can be selected from the list by clicking on the down arrow.

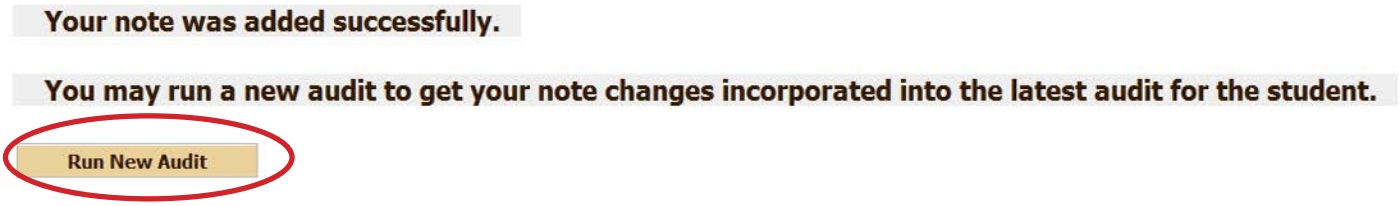

Add New Note
Enter your note and click the Save Note button
Not available to student
Choose a predefined note from the list below
Choose a predefined note from the list below
Student was advised to register for the courses listed on the Planner.
Student and advisor discussed student's career plans.
Student was advised to apply for graduation by the official deadline.
Student was advised to consider financial aid consequences before withdrawing from any course.
Faculty advisor referred the student to the Financial Aid Office.
Student was advised to...
Advisor and student generated course recommendations for .....

ADD NOTE ~ CONTINUED

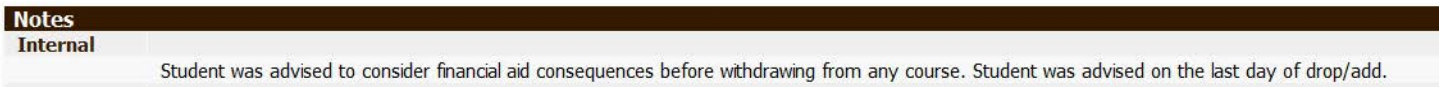

Add New Note
Enter your note and click the Save Note button
Not available to student
Student was advised to...
Student was advised to consider financial aid consequences before withdrawing from any course.
Student was advised on the last day of drop/add.
Save Note
Clear

- Notes can be typed directly into the box
- Multiple predefined notes can be selected
- Predefined notes can be edited and additional text can be added.
- Click **Save Note**

Click **Run New Audit** to see note.


Your note was added successfully.
You may run a new audit to get your note changes incorporated into the latest audit for the student.
Run New Audit

Scroll to **Notes** block to view the new note.


Notes
Internal
Student was advised to consider financial aid consequences before withdrawing from any course. Student was advised on the last day of drop/add.

NOTES:

NOTES:

NOTES:

OTHER INFORMATION

We want to thank those that served on the implementation committee. The hours of scribing, reviewing and testing are too numerous to count. The committee consisted of College Advising Directors, Advisors, Office of Information Technology, and the Registar's Office.

As you use Degree Works and progress through this manual, please let us know if you find a typo or if you have found an easier way. We are always open to your input.

If you find an error in the curriculum, please notify your College Advising Director.

All other questions and comments can be directed to: registrar-info@wmich.edu.

Photo by Laura M. Thomas